

# Delegate Access Setup

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## What is Delegate Access?

Microsoft Outlook has a feature that allows you to provide another user access to your inbox (known as a delegate). You can allow this delegate to receive and respond to e-mail messages or meeting requests on your behalf

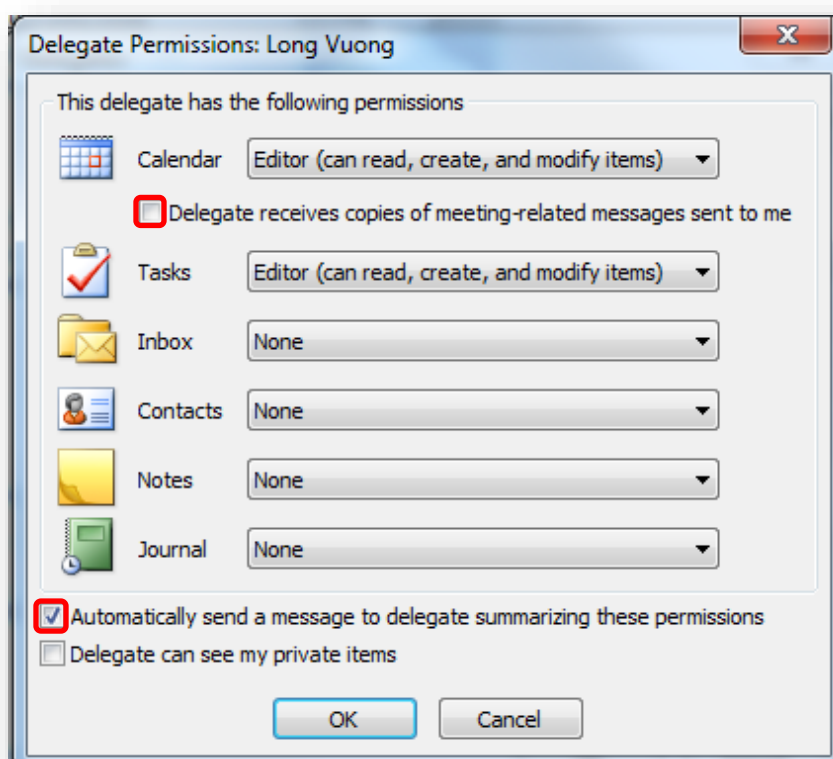
## Owner Setup

In Outlook, click:

**File → Account Settings → Delegate Access → Add → Find User → Assign Permissions**

### Uncheck the box under Calendar

By keeping this box checked, Calendar events are sent to the Delegate's Calendar (most users do not prefer these calendar events added to their own Calendar).

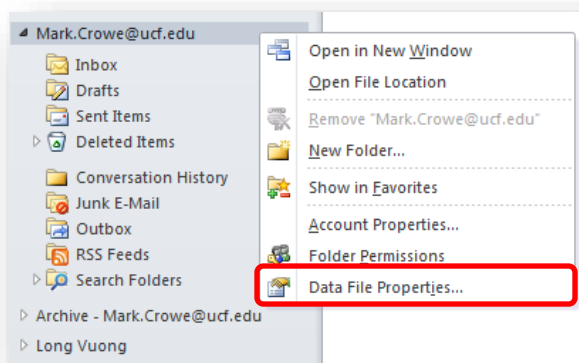


### Check the box under Journal

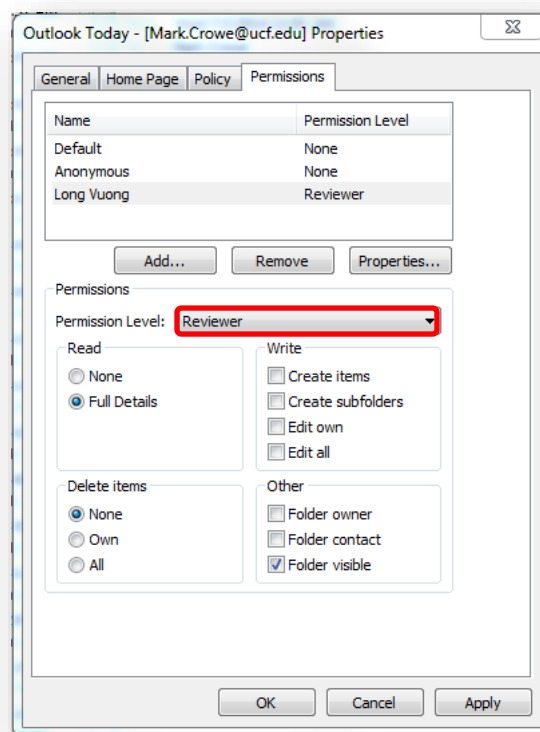
By checking this box, the user you are assigning delegate permission will receive an email summarizing the permissions you have given them.

## Additional Step

Right-click on Owner's mailbox, and then click on **'Data File Properties'**



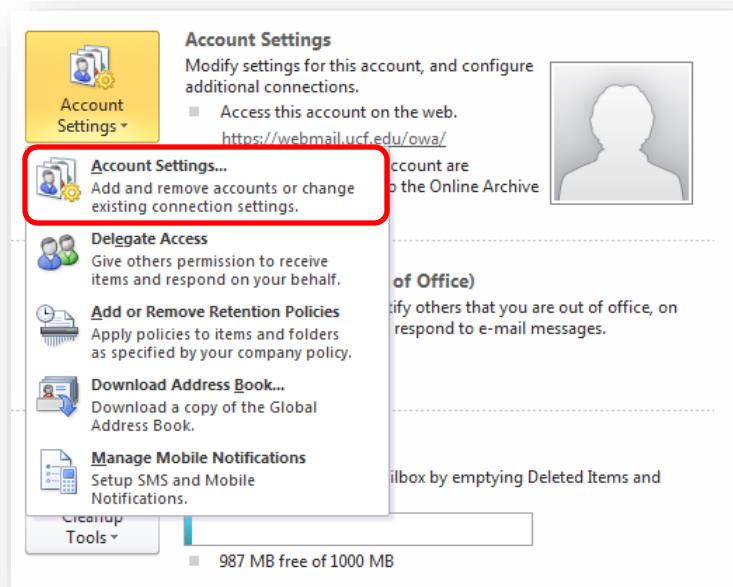
Click **'Permissions'** → **'Add'** → **'Find User'** → Set **'Permission level'** of user to **'Reviewer'**



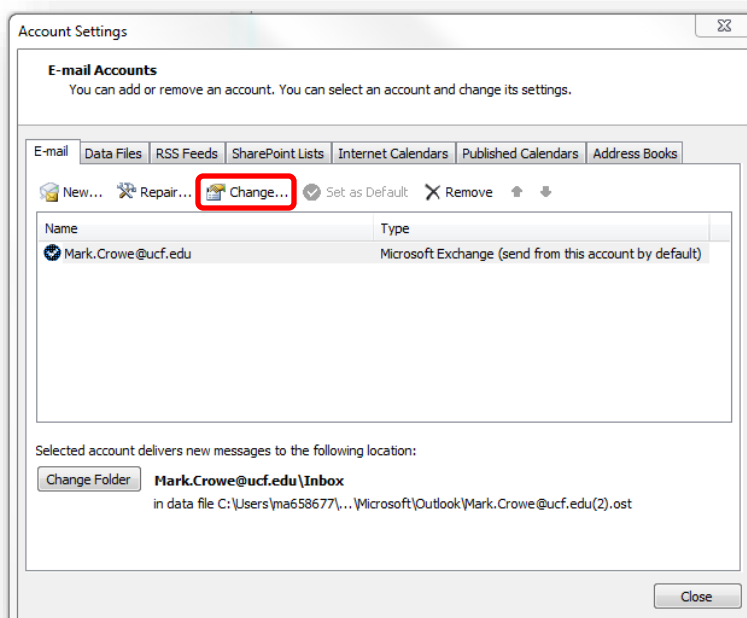
Make sure **'Folder visible'** is checked and then click **'Apply'**.

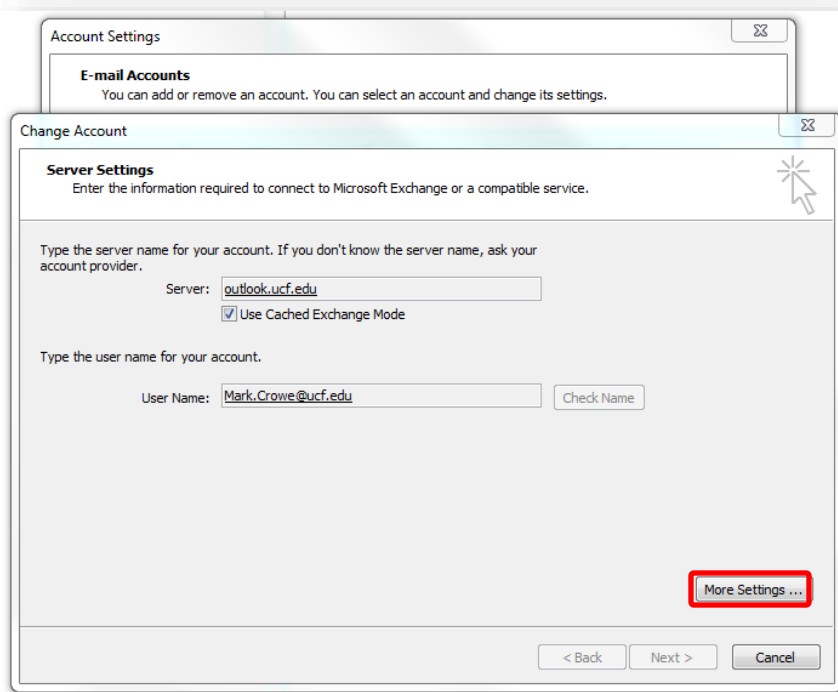
## Delegate Setup

In Outlook, click **'File' → 'Account Settings' → 'Account Settings'**



- Click on **'E-mail'**, and select your email account. Click **'Change' → 'More Settings'**





- Click on 'Advanced' → 'Add' and then add mailbox (Example: Exhelp)

**Note:** Uncheck **Download shared folders**

