

About Delegating Outlook Access

Delegates are people designated to read and create items in your Microsoft® Office Outlook® 2007 account. Delegates may also respond to e-mail messages on your behalf. It is common for department managers to delegate e-mail and calendar tasks to their administrative assistants.

Topics in this guide include

- Add a Delegate
- Change Delegate Access Levels
- Remove a Delegate
- Open a Delegated Outlook 2007 Folder

Add a Delegate

When you add a delegate to your Outlook 2007 account, you share selected folders and give permission to take specific actions on your behalf.

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, on the **Delegates** tab, click **Add**.
3. In the **Add Users** dialog box, type the delegate's name. When the name appears highlighted in the address book, click **Add**, and then click **OK**.
4. In the **Delegate Permissions** dialog box, in the Outlook 2007 item lists, click the permission level. See Figure A.

To automatically send an e-mail message to the delegate summarizing the permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.

5. Click **OK**.
6. In the **Options** dialog box, click **My Delegates only, but send a copy of meeting requests and responses to me (recommended)**.

Notes

- In the **Options** dialog box, clicking an option other than **My Delegates only, but send a copy of meeting requests and responses to me (recommended)** is not recommended. Other options may cause scheduling errors between manager and delegate.
- Be selective when providing delegate access to your Outlook 2007 folders. Provide access *only* to trusted sources.

Change Delegate Access Levels

You can modify permissions for a delegate at any time.

1. On the **Tools** menu, click **Options**.
2. On the **Delegates** tab, click the delegate, and then click **Permissions**.

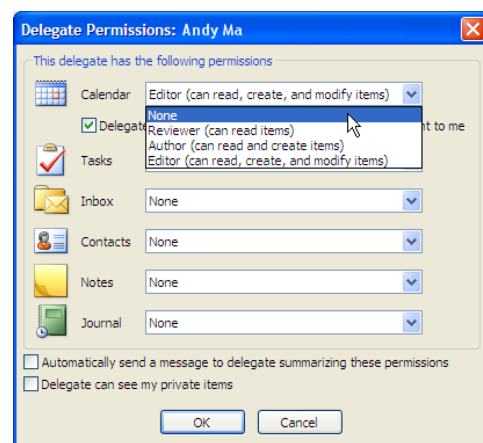


Figure A

3. In the **Delegate Permissions** dialog box, in the Outlook item lists, click the permission level, and then click **OK**.
4. In the **Options** dialog box, click **OK**.

Remove a Delegate

When you need to remove Outlook 2007 access for a delegate, use the following procedure.

1. On the **Tools** menu, click **Options**.
2. Click the **Delegates** tab, and then click the delegate.
3. Click **Remove**, and then click **OK**.

Open a Delegated Outlook 2007 Folder

If you have been given delegate access, you can open a delegated Outlook 2007 folder from your own Outlook 2007 account.

1. On the **File** menu, point to **Open**, and then click **Other User's Folder**.
2. Type the full name or alias of the person who granted you delegate access. Click **Name** to browse the global address list for the name.
3. In the Folder type list, click the delegated folder, and then click **OK**.

The folder opens with your manager's name replacing your own.

Tips

- Use side-by-side calendars to best manage your own calendar and a delegated calendar at the same time. The owner of each calendar is identified to eliminate possible confusion.
- To maintain access to your own Outlook 2007 folder, as well as to the delegated folder, right-click the specified folder, and then click **Open in New Window**. A second instance of the folder appears. Apply the instructions above to this second window. Your original folder will be available while the delegated folder opens in the second window.