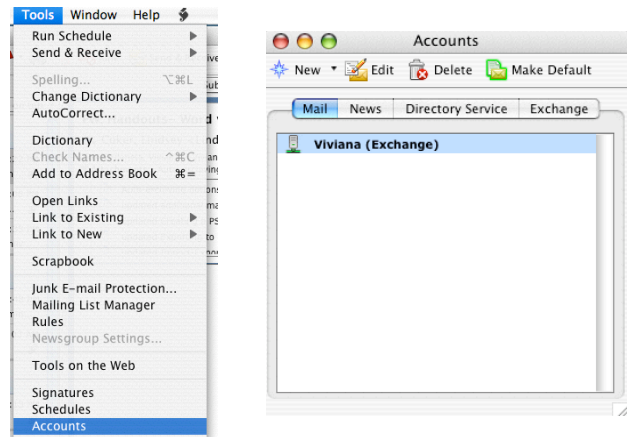


Entourage Delegate Access

(How to give permission to others to access your calendar and mailboxes)

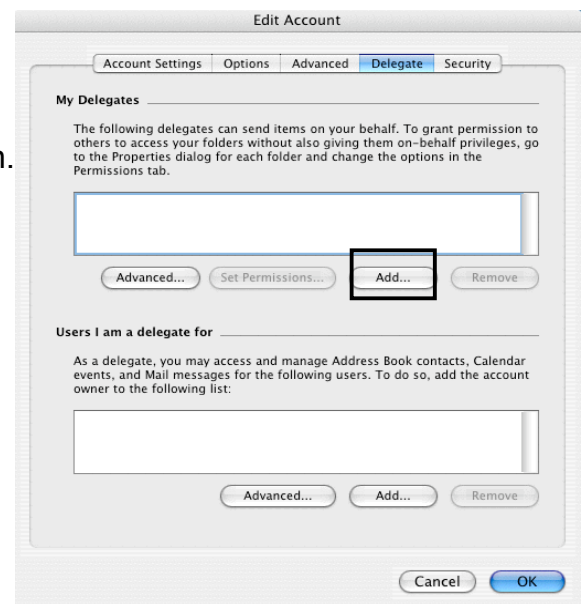
1. With Entourage already open, select “Tools,”
“Accounts.”

2. Select your account and click “Edit.”



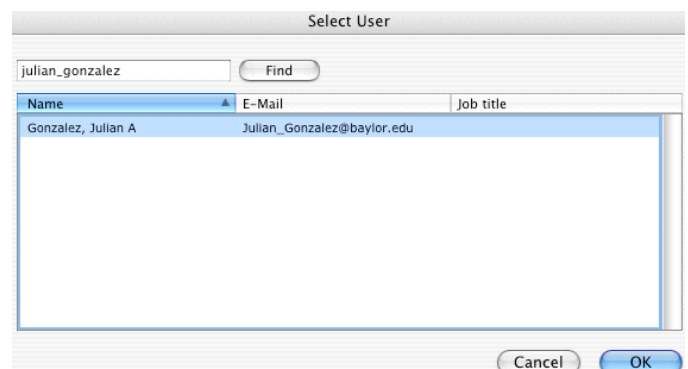
3. Choose the “Delegate” button.

4. Click the button “Add” under the “My delegates” section.

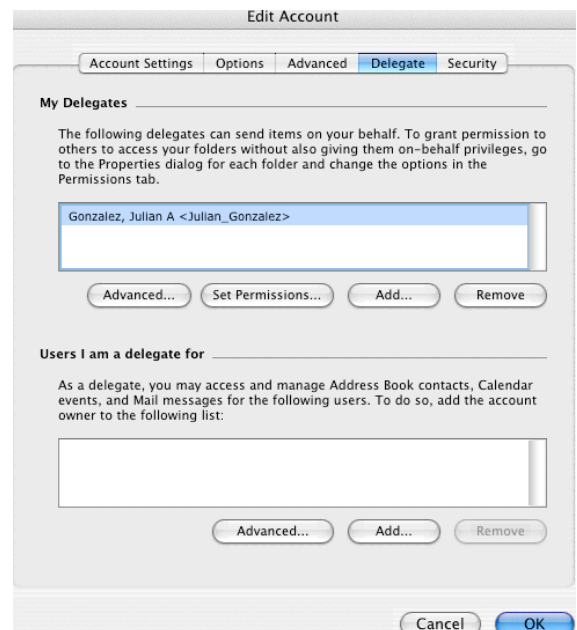



5. Enter the name or bear_id of the account that
you want to give permission to access.

6. Click “OK.”



7. Entourage should now display the “My delegates” box with the bear_id of the person that you give permission to access.
8. Click “Ok.”



9. Entourage should now display the “Delegate Permissions” options.
10. Click the arrows  and Select the permissions on Calendar, inbox and Address book.
11. Check “Send a message to delegate summarizing these permissions.”
12. Click “OK.”

