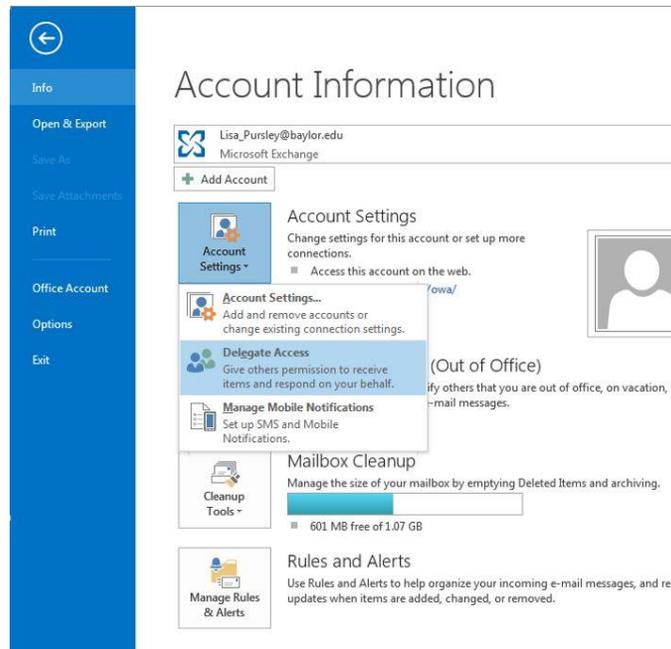
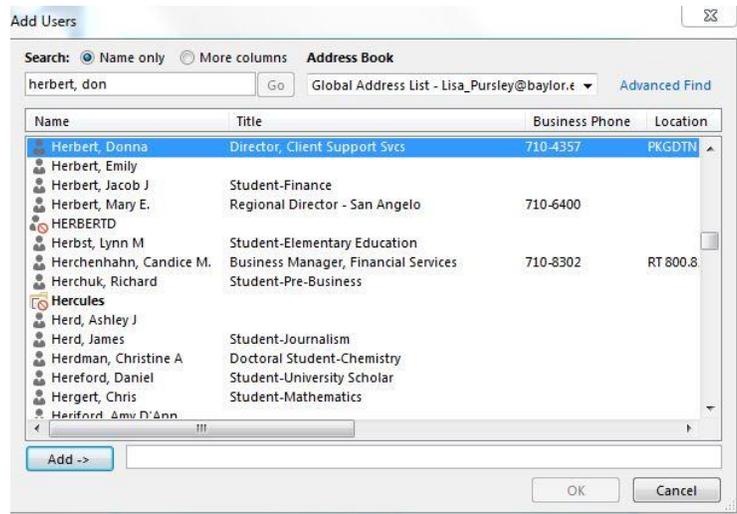
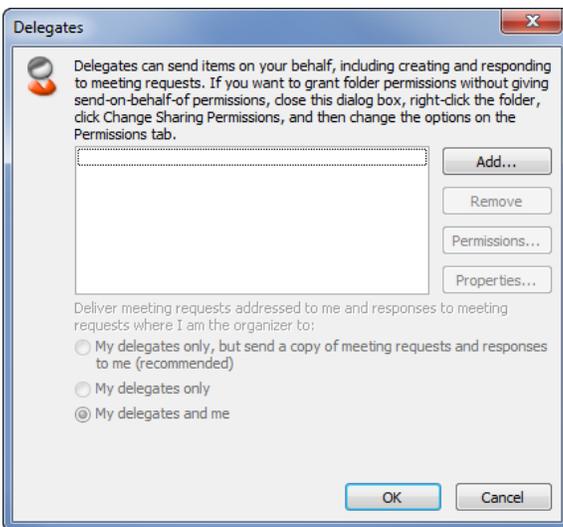


# Outlook 2016 Delegate Access

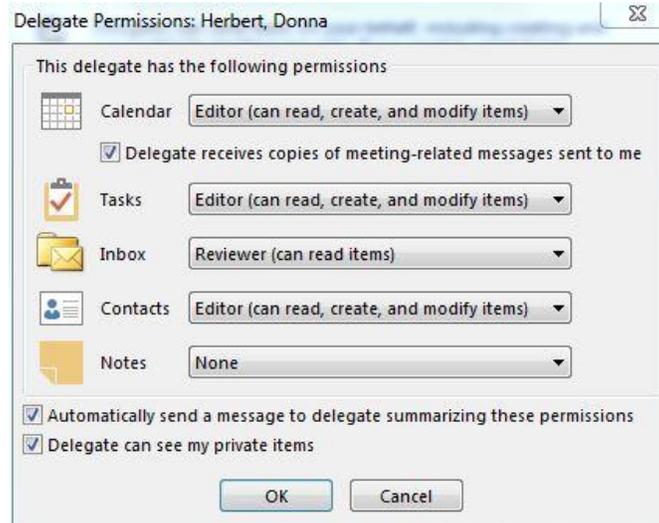
1. Open Outlook.
2. Click on the **File** menu and choose **Info** on the left side of the window. Click on the “**Account Settings**” button and choose “**Delegate Access**” from the drop-down list.



3. Click on the **Add...** button. You should see the Global Address List to search through. Enter the **last name** of the person(s) that will need to manage your calendar, send Inbox emails on your behalf, or edit your contacts, notes or tasks. Click the **Add** button at the bottom of the window to add people. Once you have found all of the names click the **OK** button.



4. Immediately you will see the **Delegate permissions** screen. Here you can decide what level of permissions you will give to each delegate. Reviewer=read only, Author=read/write, and Editor=read/write/delete. Decide if you want others to see your private items. Check/uncheck for desired option. Click **OK**.

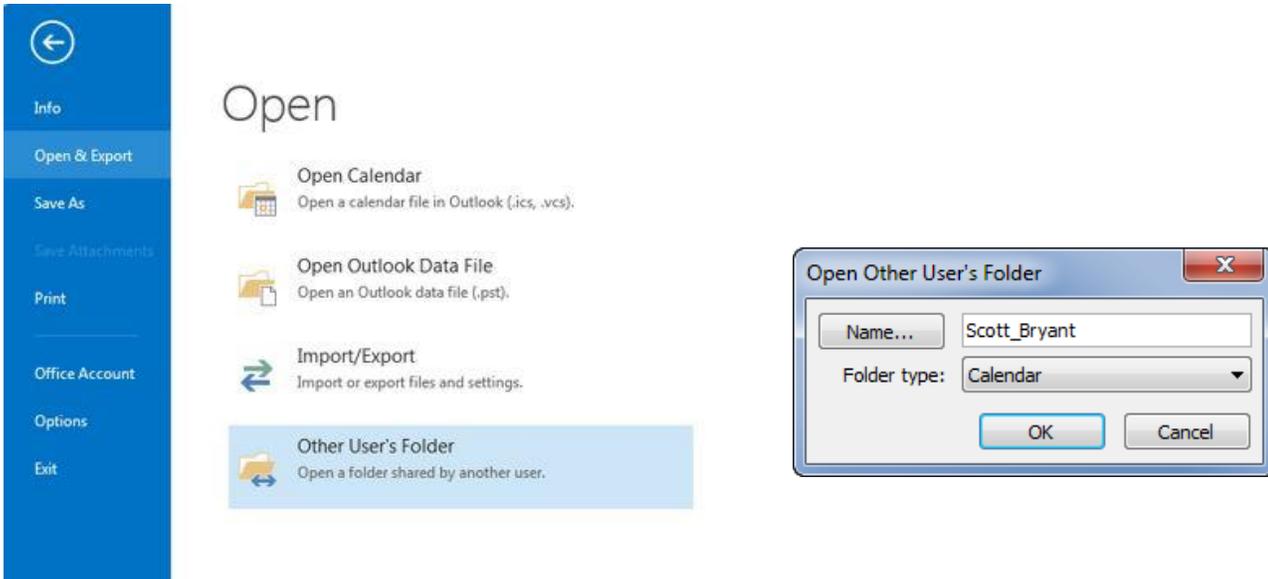


5. Now you are back to the screen that summarizes your delegates. If you need to change a permission level for an individual click on the **Permissions** button, otherwise click Apply/OK and the process is complete.

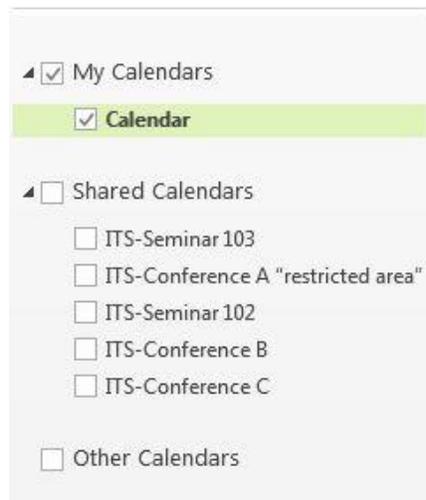


Now that you have given someone else access to your calendar, if they are using a PC, they will need to follow these instructions in order to access your calendar:

1. To access another person's calendar that has given you delegate access, go to the **File tab** and choose **Open>Other Users Folder**. Be sure the folder "type" is set to calendar. Enter the person's name in the Bear\_ID format and click **OK**.



2. At this point you will see the person's individual calendar open in the Calendar section of Outlook. Their name will now appear in your Calendar list in the "**Shared Calendars**" or "**Other calendars**" section. You can uncheck the box next to it when you're done viewing it, and then check it again later when you need to work with it again.



Please contact the Help Desk at 254-710-4357 for further assistance.