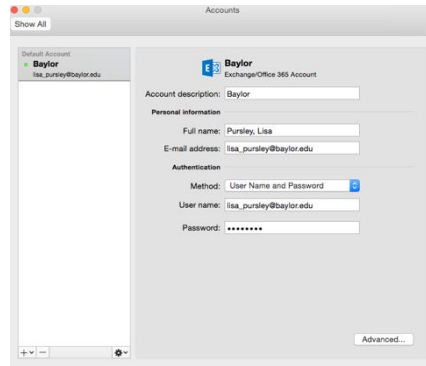
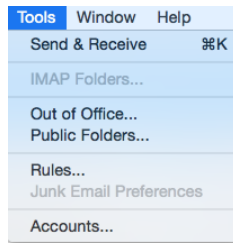
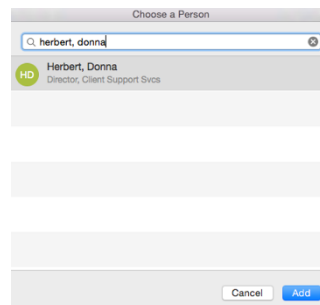
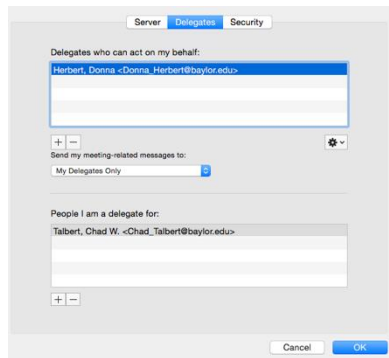


Outlook 2016-Adding Delegates

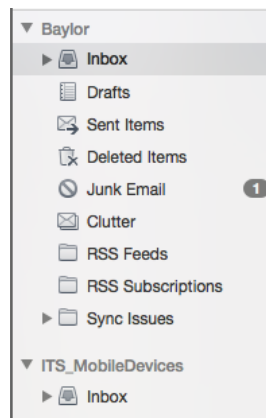
1. Select “Tools” menu and then “Accounts.” Select your account from the left side of the window, then click on the Advanced button in the lower right corner.



2. Click on the Delegates tab. Then, in the section that says “People I am a delegate for”, click on the small plus sign to see the “Choose a Person” dialog box. Enter last name, first name of the account that you have been given permission to access then choose their name and click add. The account(s) should now be listed in the appropriate delegate section. Click “OK”. Then, close the Accounts window by clicking on the red X in the upper left corner.



3. Now you will find the account name listed in your Outlook 2016 Folder List.



Please contact the Help Desk at 254.710.4357 for further assistance