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How to configure Delegate Access

What does Delegate Access do?

Delegate Access goes beyond just sharing access to your folders. Delegates are granted additional permissions, such as creating email messages or responding to meeting requests on your behalf. See https://support.microsoft.com/en-us/office/manage-another-person-s-mail-and-calendar-items-afb79d6b-2967-43b9-a944-a6b953190af5 to learn how delegates can perform these tasks.

As the person granting permission, you determine the level of access that the delegate has to your folders. You can grant a delegate permission to read items in your folders or to read, create, change, and delete items. By default, when you add a delegate, the delegate has full access to your Calendar and Tasks folders. The delegate can also respond to meeting requests on your behalf.

What are the delegate permission levels?

Reviewer With this permission, the delegate can read items in your folders.

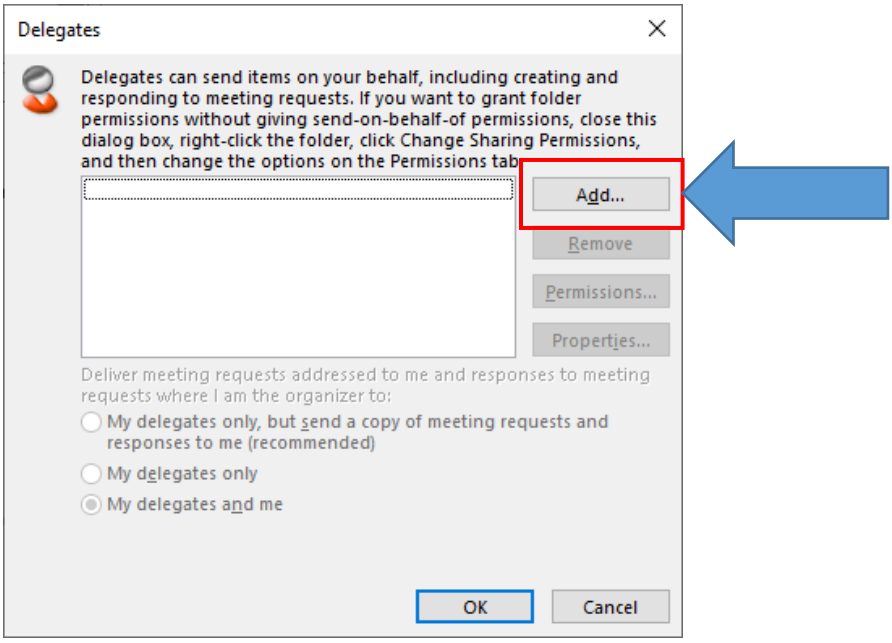
Author With this permission, the delegate can read and create items, and change and delete items that he or she creates. For example, a delegate can create task requests and meeting requests directly in your **Task** or **Calendar** folder and then send the item on your behalf.

Editor With this permission, the delegate can do everything that an Author has permission to do and additionally can change and delete the items that you created.

To set up Delegate Access:

1. Choose the ***File*** tab.

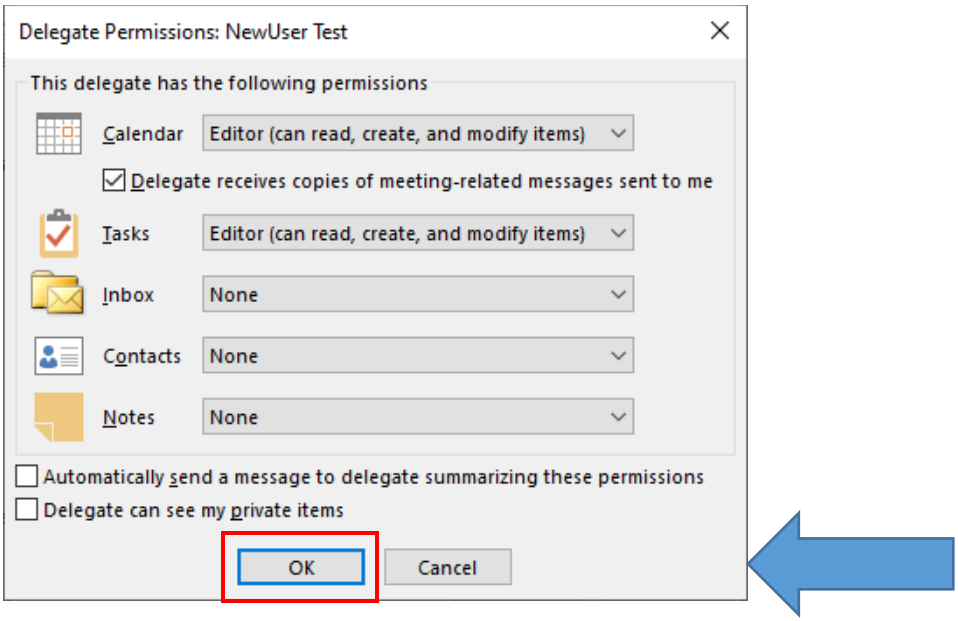
2. Select ***Account Settings -> Delegate Access***; click ***Add***.



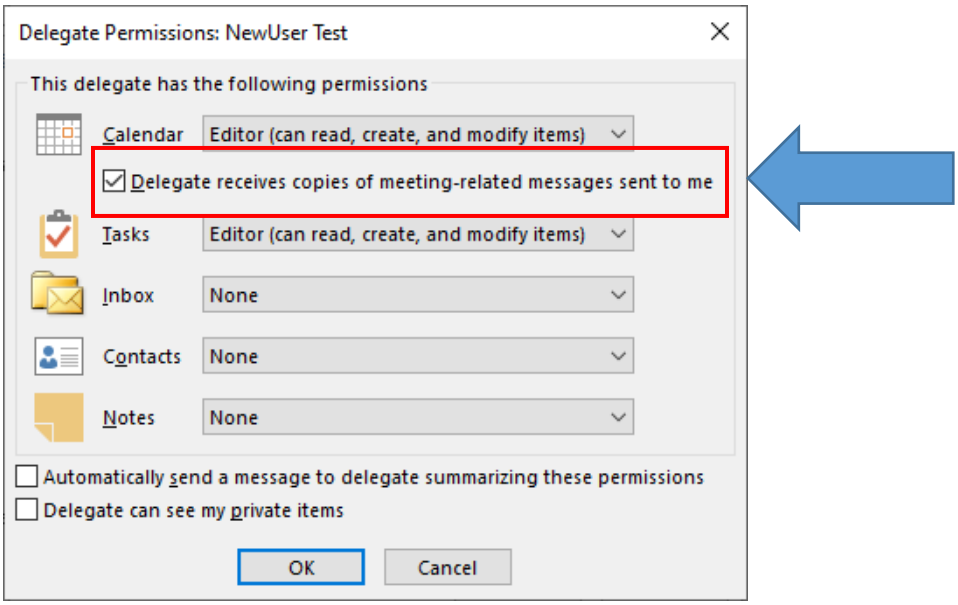
3. Type the name of the person whom you want to designate as your delegate or search for the name and select it from the search results.

4. Click ***Add -> OK***.

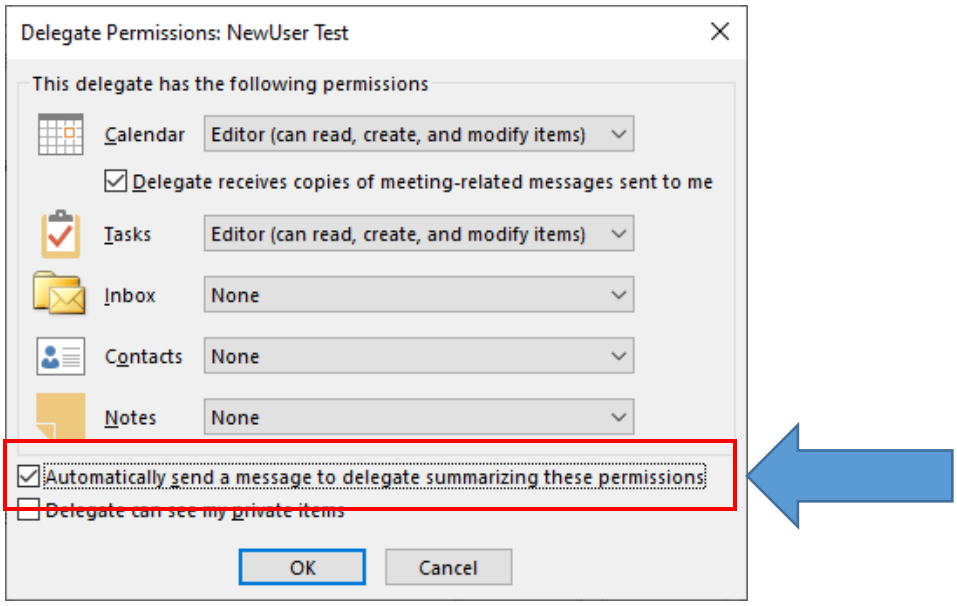
5. In the ***Delegate Permissions*** dialog box, you can either accept the default permission settings or select custom access levels for mailbox folders. Please carefully review the permission settings for each selection.



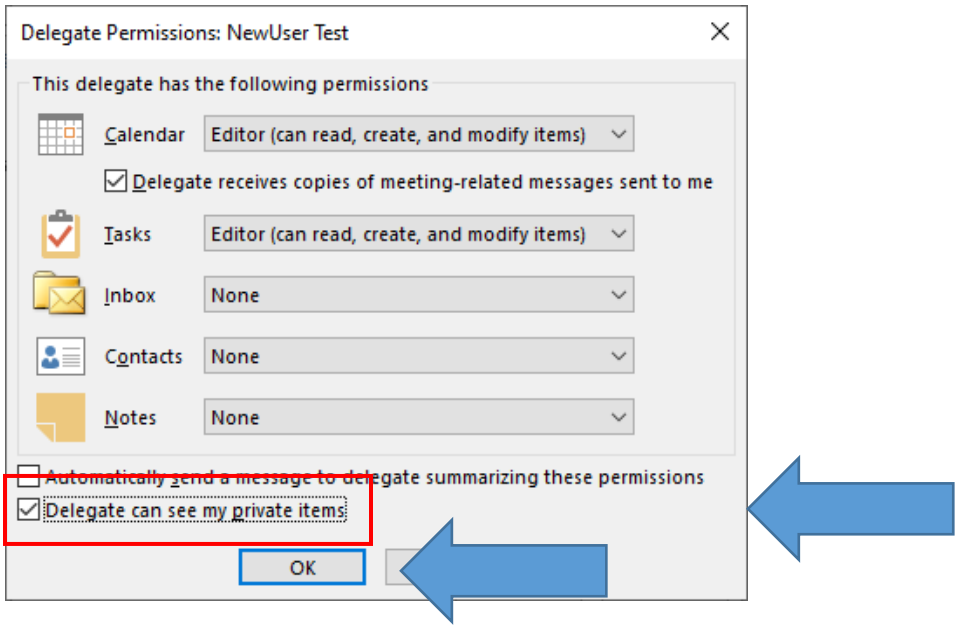
6. If a delegate needs permission to work only with meeting requests and responses, the default permission settings, such as ***Delegate receives copies of meeting-related messages sent to me***, are sufficient. You can leave the ***Inbox*** permission setting at **None**. Meeting requests and responses will go directly to the delegate's ***Inbox***.



7. To send a message to notify the delegate of the changed permissions, select the checkbox ***Automatically send a message to delegate summarizing these permissions***.



8. If desired, select the ***Delegate can see my private items*** checkbox. **Note:** Do not rely on the ***Private*** feature to prevent other people from accessing the details of your appointments, contacts, or tasks. To ensure that other people cannot read the items that you mark as private, do not grant them **Reviewer (can read items)** permission to your **Calendar**, **Contacts**, or **Tasks** folder.



9. When you are satisfied with the setting, click ***OK***.

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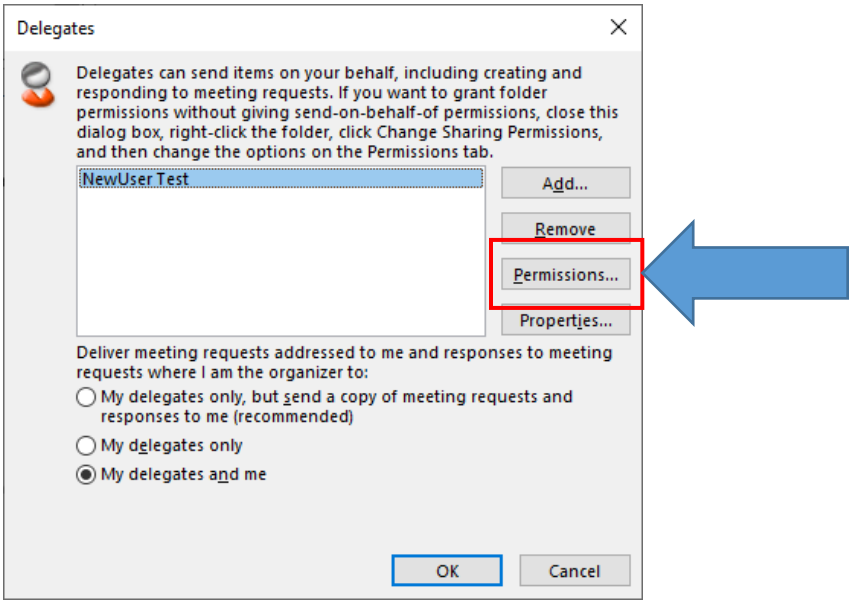
To change permissions for a delegate:

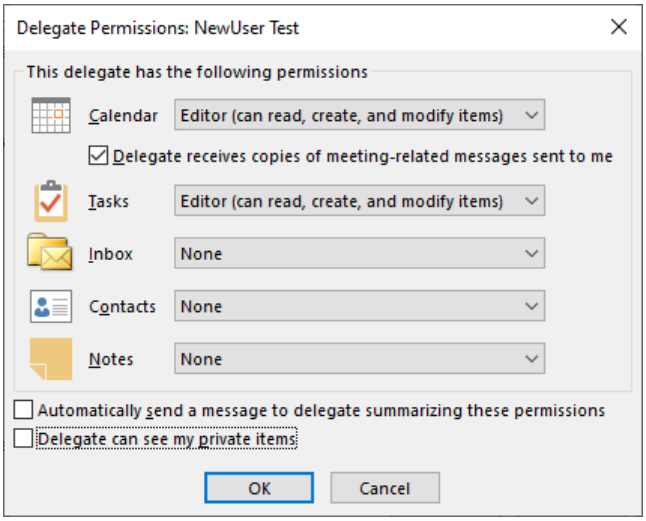
1. Choose the ***File*** tab.

2. Select ***Account Settings -> Delegate Access***.

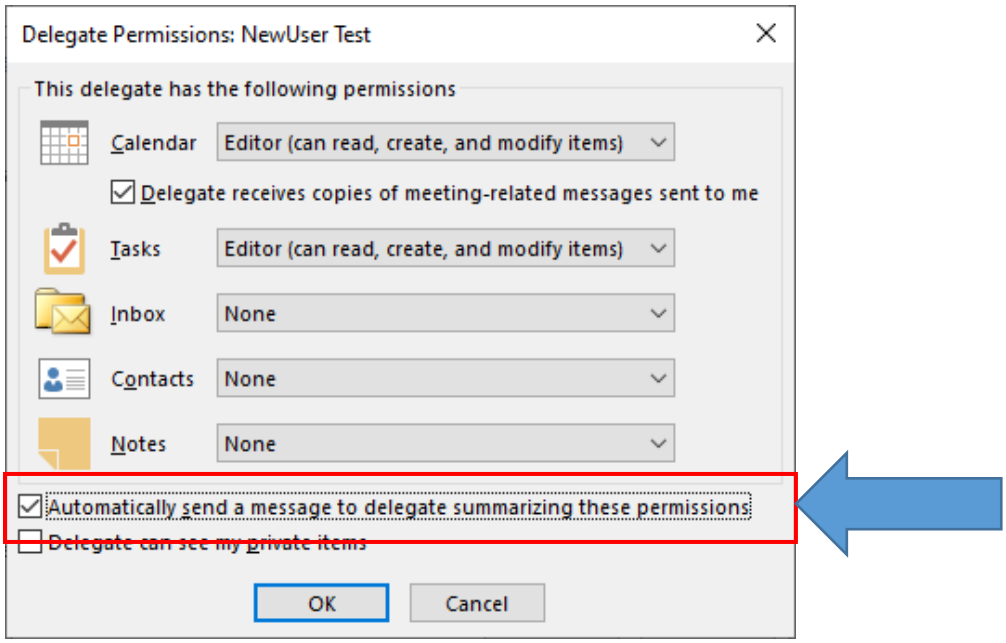
3. Click the name of the delegate for whom you want to change permissions; click ***Permissions***.



4. Change the permissions for any Outlook folder that the delegate can access.



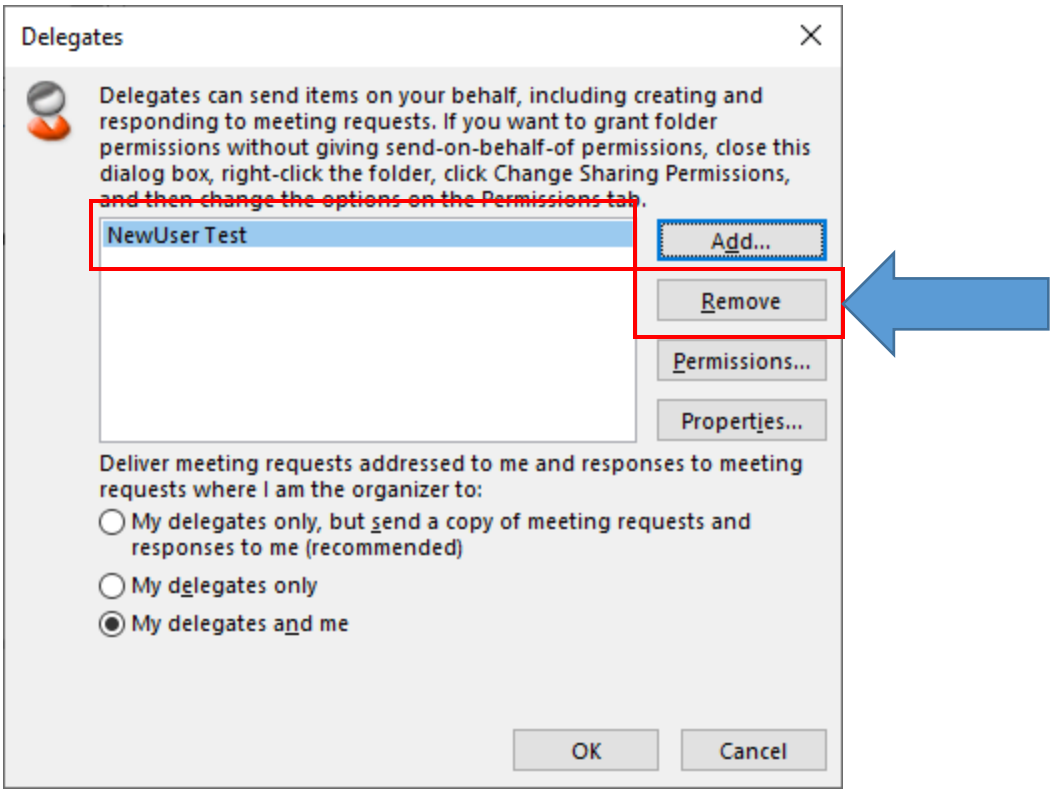
5. For example, to send a message to notify the delegate of the changed permissions, select the checkbox ***Automatically send a message to delegate summarizing these permissions***.



10. If Delegate Access is no longer required, please remember to remove the Delegate from the list.

To remove permissions for a delegate:

1. Choose the ***File*** tab.
2. Select ***Account Settings -> Delegate Access***.
3. Click the name of the delegate for whom you want to remove;
4. Click ***Remove*** and then ***OK***.



Important: Please remember to review your Delegate Access periodically to ensure that the settings and the users you have granted access to are still valid.

This material is from Microsoft's Support website, for further reference, please visit the following link:

Allow someone else to manage your mail and calendar

https://support.microsoft.com/en-us/office/allow-someone-else-to-manage-your-mail-and-calendar-41c40c04-3bd1-4d22-963a-28eafec25926