

How to allows someone else to manage your e-mail or calendar with Outlook Products

	Name	Version
System	Windows Mac	>= 7
Application	Outlook	>= 2013

Description

With Outlook you can delegate the management of your e-mail, calendars, and note to someone else.

Solution

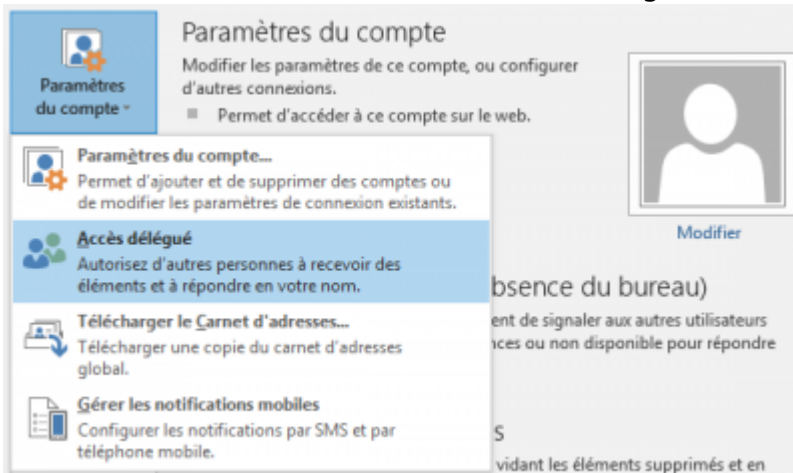
With Outlook, it's possible to choose the level of access on your account. This aspect is extremely modular since it allows to define who has access (one or more collaborators) and to what (e-mails, calendar, reminders and notes)

When you add a delegate, you can determine the level of access that the delegate has to your folders, calendar, tasks and notes.

Level of access	Permissions
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 the manager created.
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 the manager's Task or Calendar folder and then send the item on the manager's behalf.
Reviewer	With this permission, the delegate can read items in the manager's folder.

Windows

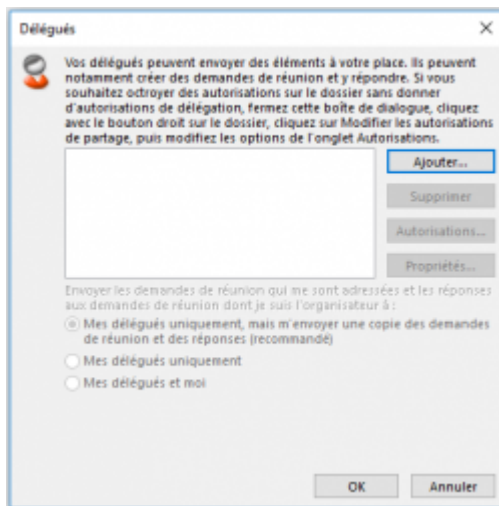
1. In Outlook, click on **File** and choose **Account Settings** than **Delegate Access**.



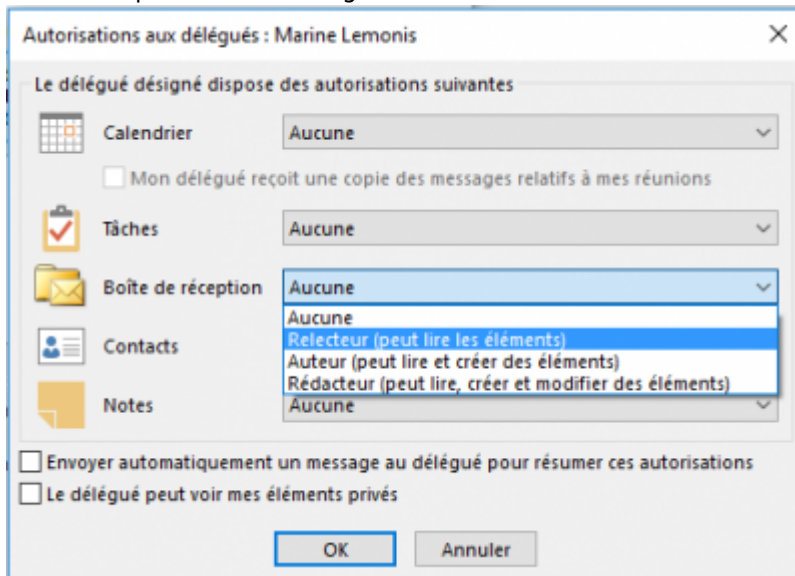
2. Click on **Add** and choose in the liste the name of the person you want to delegate the management of your account.

Programme informatique de la FBM

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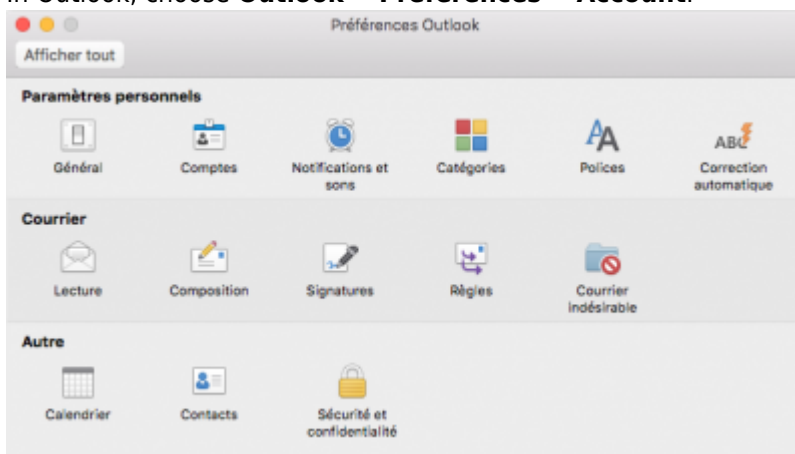


3. Select the permission settings and click on **OK**.

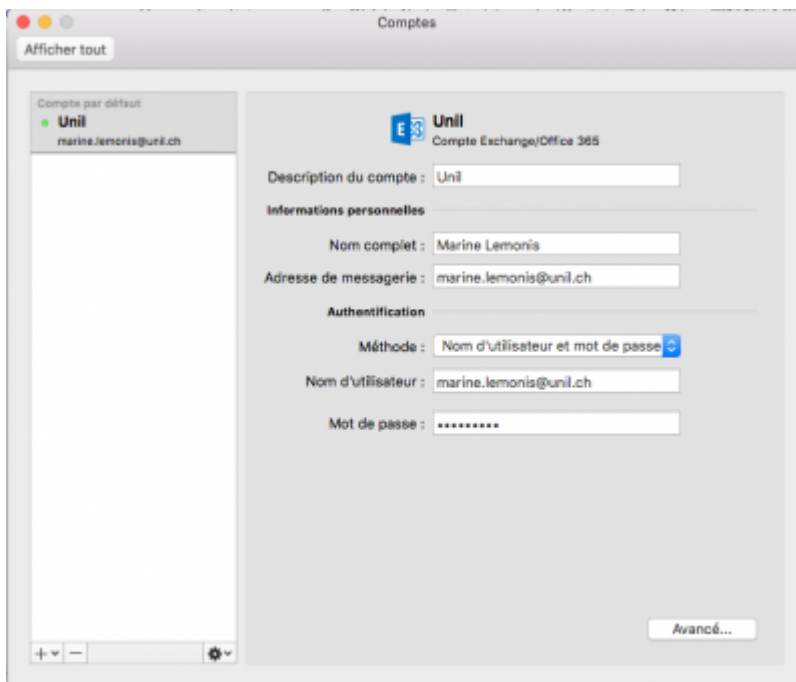


OSX

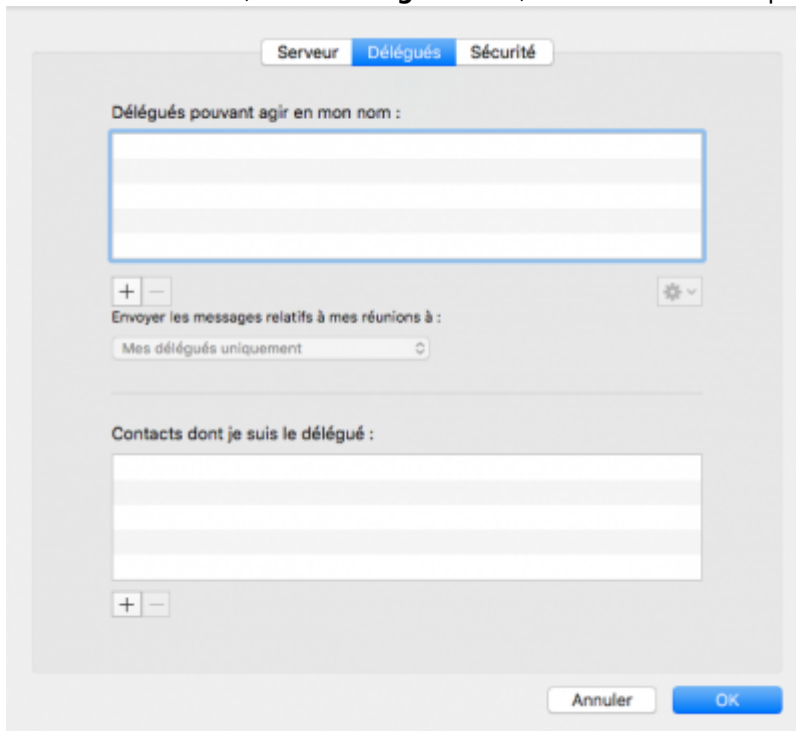
1. In Outlook, choose **Outlook** ⇒ **Préférences** ⇒ **Account**.



2. In the new window, click on **Advanced....**



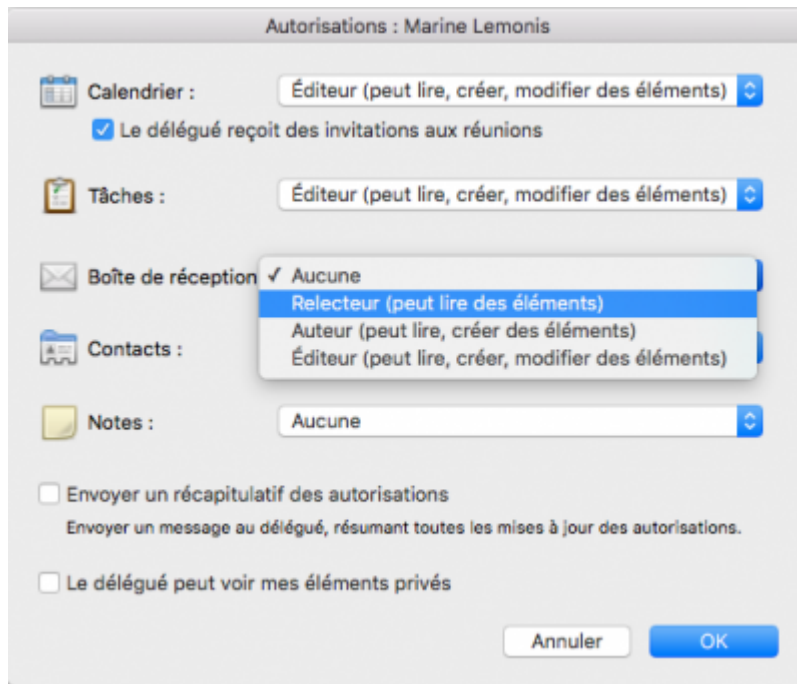
3. In the new windows, in the **Delegates** tab, click on + to add a person.



4. Select the permission settings and click on OK.

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outlook, calendrier, email, exchange, délégation