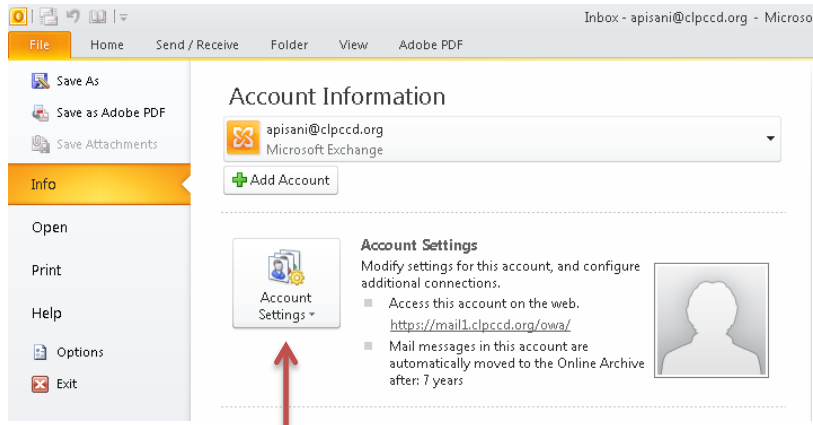
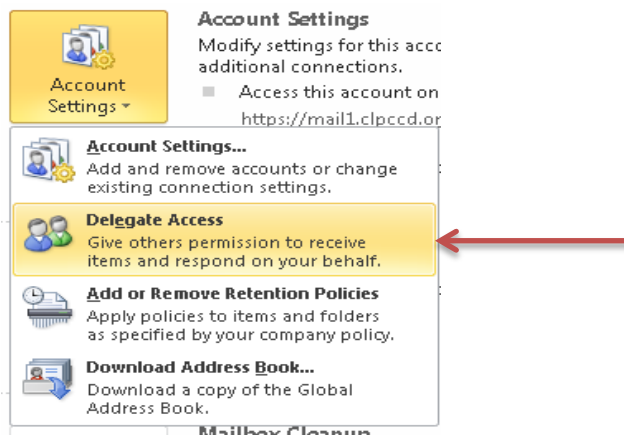


# How to Add Delegates in Outlook Client 2010

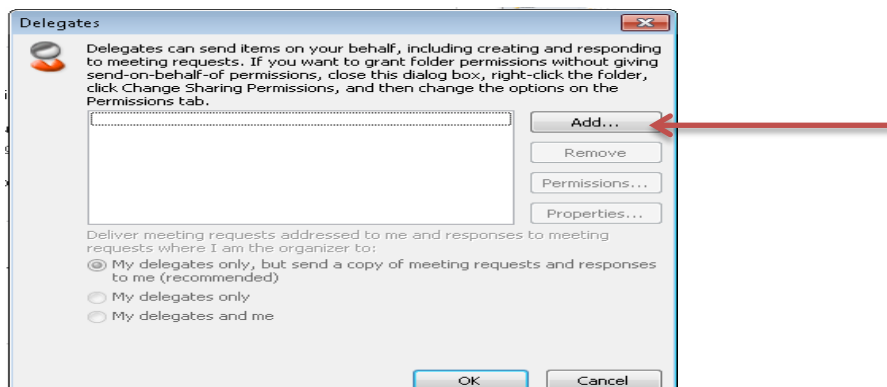
1. Click on "File" and then select "Info".
2. Click on the "Account Settings" button.



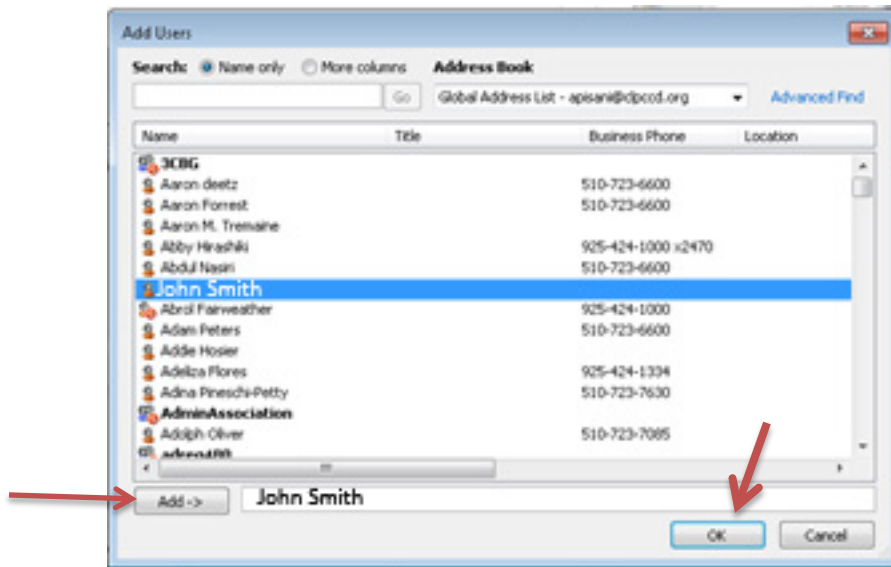
3. Select "Delegates Access" from the drop down list.



4. The "Delegates Options" window pops up, click on the "Add..." button

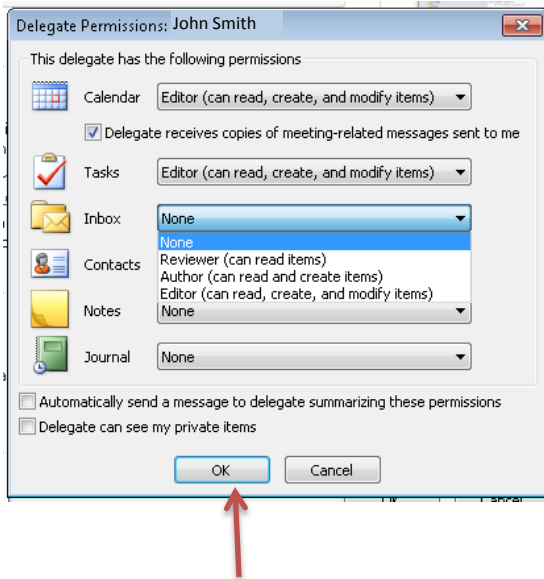


5. The "Add Users" dialog box pops up, search for the person whom you want to be your delegate, highlight the person's name, then click the "Add->" button, and then click "OK".



6. The "Delegate Permissions" dialog box pops up, in which you can set up permissions for the delegate that you selected. By default "Editor" is selected for Calendar, who has full read, write and modify permissions for your account. You can also set the permission as "Reviewer" (who has read only access) or "Author" (who has read and write access) depending on what you need the person to do.

By default, the option "Delegate receives copies of meeting-related messages sent to me" is selected, click to uncheck it if you don't want the person to receive meeting request for you. Set up permissions for other folders (Inbox, Contacts, etc.) as you desire, then click "OK".



7. You'll be back to the "**Options**" window, select how you want the meeting requests/responses to be received:

**My delegates only, but send a copy of meeting requests and responses to me (recommended)**

**My delegates only**

**My delegates and me**



8. You can add more than one person as your delegates. When you're done with adding people and setting permissions, click "**Apply**" button then "**OK**".