

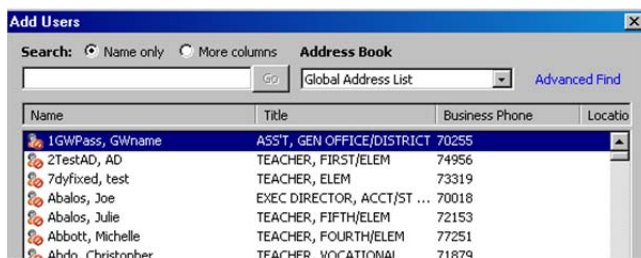
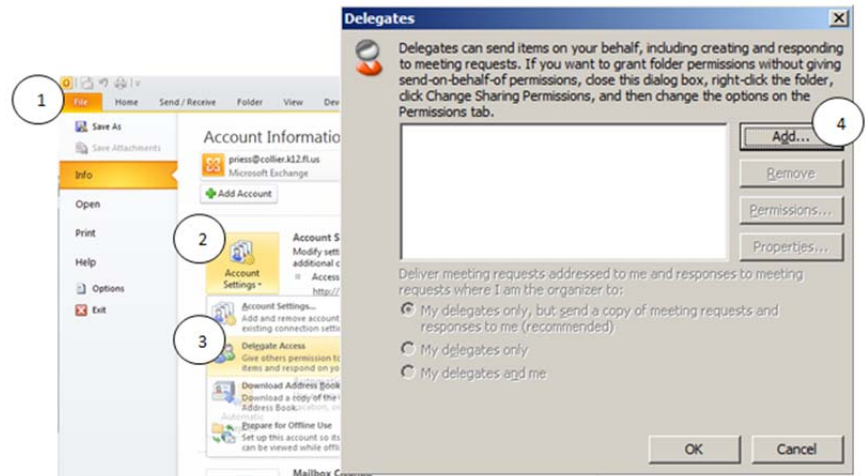
Create a New Delegate in Outlook 2010

Similar to having an assistant help you manage your incoming paper mail, you can use Microsoft Outlook 2007 to allow another person, known as a delegate, to receive and respond to meeting requests or responses and to send e-mail messages on your behalf. You can also grant additional permissions that allow your delegate to read, create, or have full control over items in your Exchange mailbox.

Delegate Access is most commonly used between a manager and his or her assistant, where the assistant (delegate) is responsible for processing the manager's incoming meeting requests or e-mail messages and coordinating the manager's schedule. When a delegate has Send on Behalf permissions, the delegate can compose an e-mail message and enter the manager's name in the From box. Recipients of the e-mail message will see the text Delegate Name on behalf of Manager Name next to From.

To Create a New Delegate

1. In Mail View, Click the **File** Tab.
2. Click **Account Settings**.
3. Click **Delegate Access** from the drop-down menu.
4. Click **Add**.
5. The Add Users window will appear (global address list)



6. Select a person from the Global Address List. (Note: **the delegate must be a person in the Global Address List. It cannot be a person in your Contacts List who is not listed in the CCPS address book.**)
7. Click **OK**.

The Delegates Permissions dialog box will appear.



To change default delegate permissions utilize the drop-down arrows. Assign the proper permission from the list.

To send a message to notify the delegate of the change permissions

To allow delegate to view private items.

