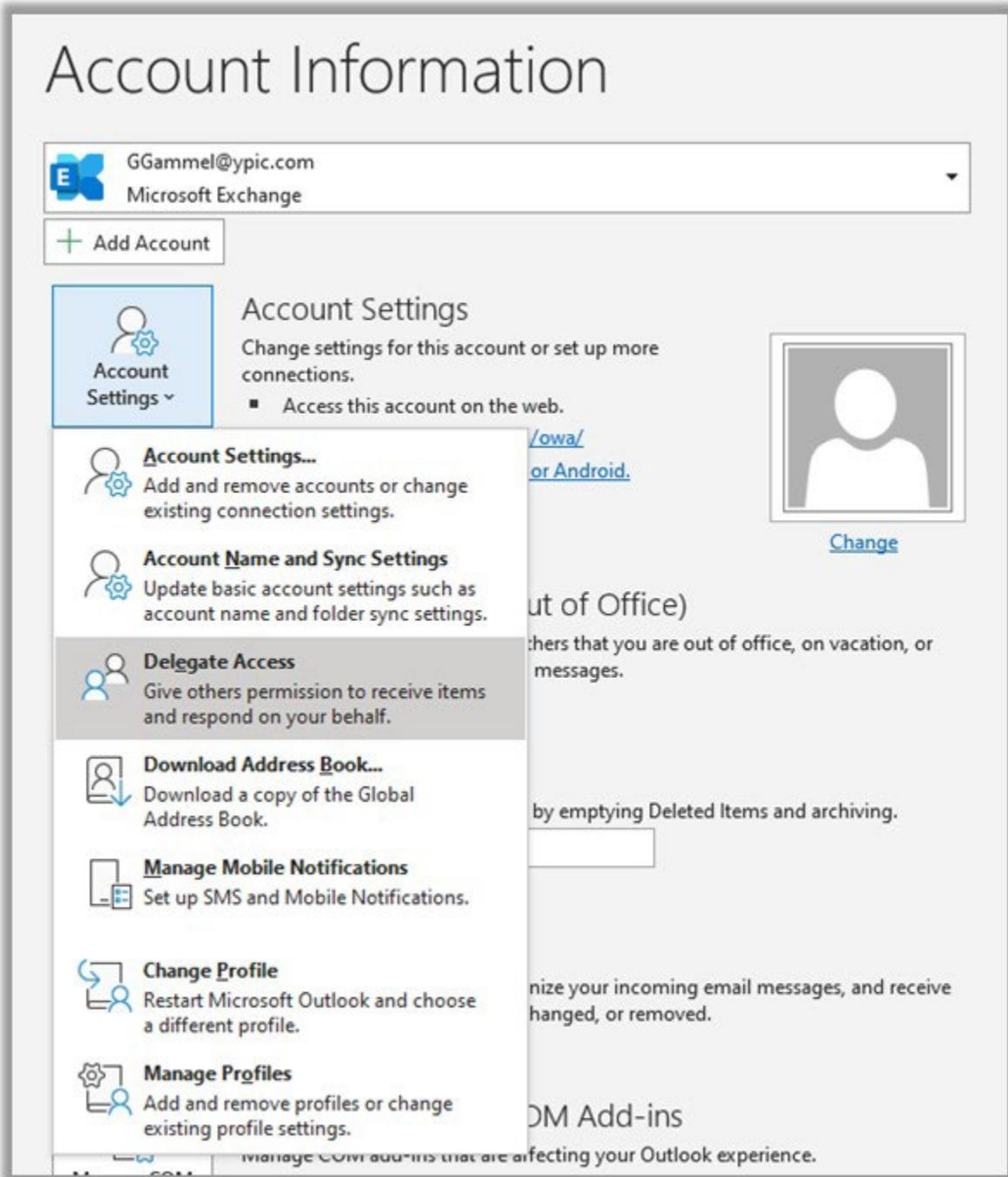


# Delegate Access to Mail

To allow another person access to your Outlook email:

Outlook | File | Info | Account Settings | Delegate Access:



The screenshot shows the Outlook 'Account Information' settings page. At the top, the account 'GGammel@ypic.com' is listed as a Microsoft Exchange account. Below this is an 'Add Account' button. The 'Account Settings' section is active, showing a list of options: 'Account Settings...', 'Account Name and Sync Settings', 'Delegate Access', 'Download Address Book...', 'Manage Mobile Notifications', 'Change Profile', and 'Manage Profiles'. The 'Delegate Access' option is highlighted in grey. To the right of the settings list, there is a 'Change' button under a profile picture placeholder. Below the settings list, the 'Out of Office' section is partially visible, along with the 'DM Add-ins' section at the bottom.

Account Information

GGammel@ypic.com  
Microsoft Exchange

+ Add Account

**Account Settings**  
Change settings for this account or set up more connections.

- Access this account on the web.

**Account Settings...**  
Add and remove accounts or change existing connection settings.

**Account Name and Sync Settings**  
Update basic account settings such as account name and folder sync settings.

**Delegate Access**  
Give others permission to receive items and respond on your behalf.

**Download Address Book...**  
Download a copy of the Global Address Book.

**Manage Mobile Notifications**  
Set up SMS and Mobile Notifications.

**Change Profile**  
Restart Microsoft Outlook and choose a different profile.

**Manage Profiles**  
Add and remove profiles or change existing profile settings.

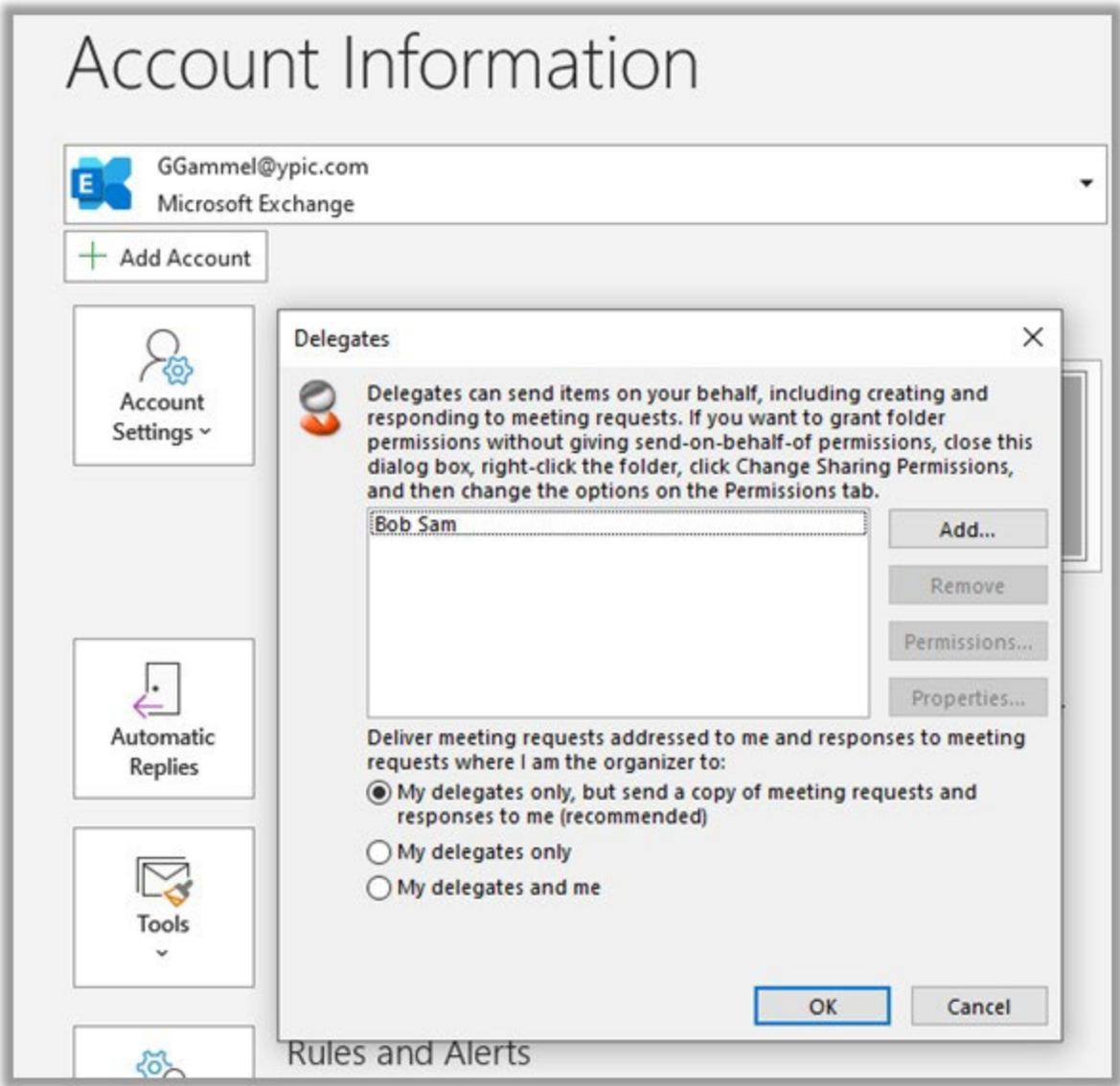
**DM Add-ins**  
Manage COM add-ins that are affecting your Outlook experience.

Change

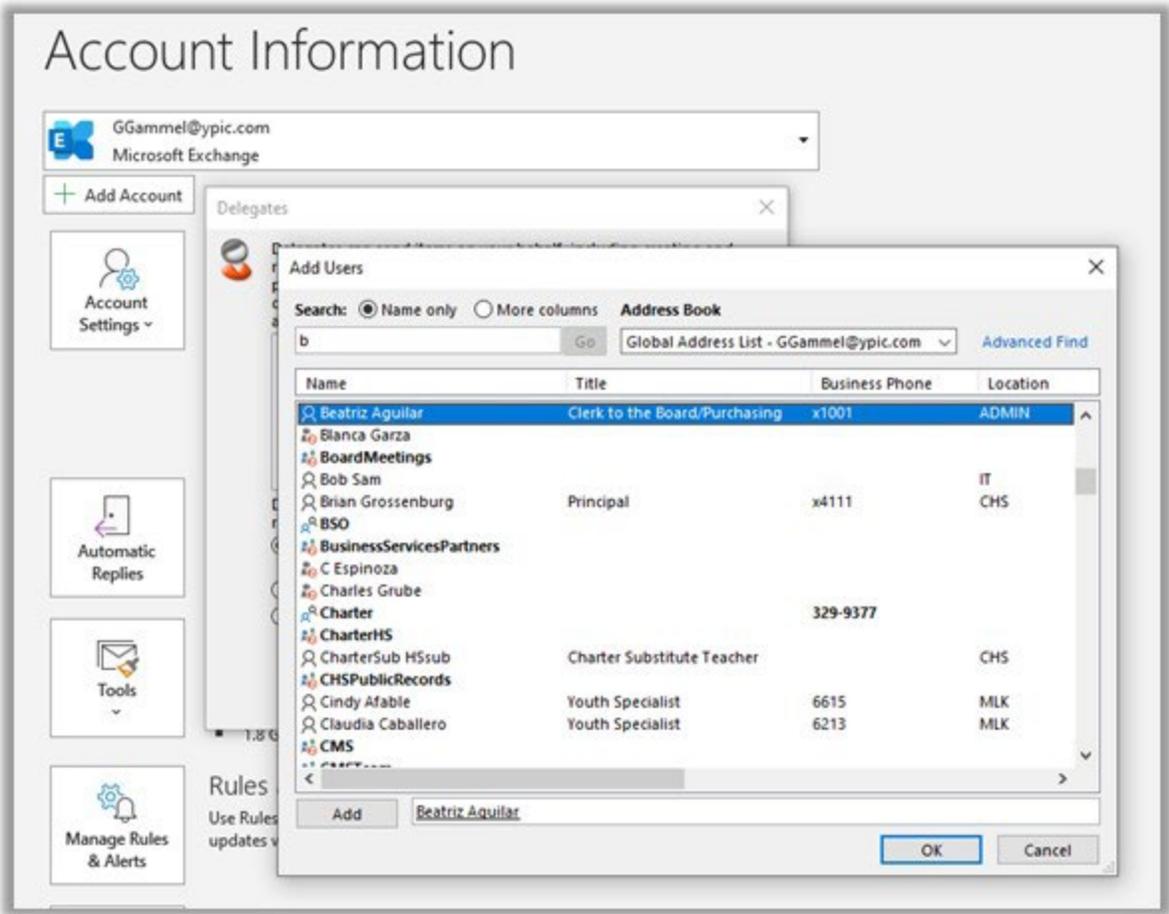
Out of Office)

others that you are out of office, on vacation, or messages.

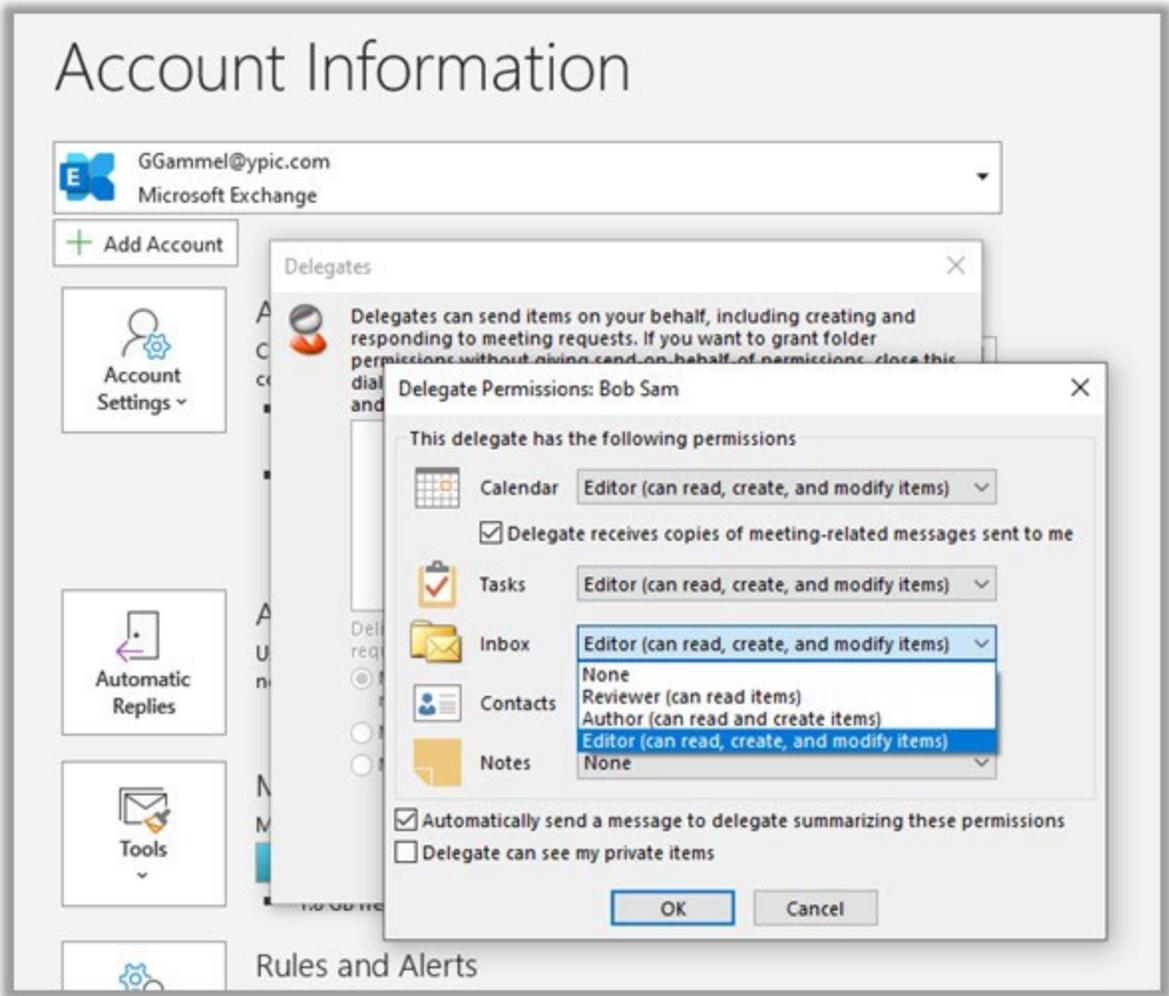
by emptying Deleted Items and archiving.



Delegates | Add Users | Select Staff from List | Add | OK



Delegate Permissions | Inbox | Select Editor | check Automatically Send | OK:



Press OK to close

---

To remove delegate:

# Account Information

 GGammel@ypic.com  
Microsoft Exchange

+ Add Account



## Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.



[Change](#)

-  **Account Settings...**  
Add and remove accounts or change existing connection settings.
-  **Account Name and Sync Settings**  
Update basic account settings such as account name and folder sync settings.
-  **Delegate Access**  
Give others permission to receive items and respond on your behalf.
-  **Download Address Book...**  
Download a copy of the Global Address Book.
-  **Manage Mobile Notifications**  
Set up SMS and Mobile Notifications.
-  **Change Profile**  
Restart Microsoft Outlook and choose a different profile.
-  **Manage Profiles**  
Add and remove profiles or change existing profile settings.

[/owa/](#)  
[or Android.](#)

## Out of Office

Others that you are out of office, on vacation, or messages.

by emptying Deleted Items and archiving.

imize your incoming email messages, and receive changed, or removed.

## DM Add-ins

manage DM add-ins that are affecting your Outlook experience.

# Account Information

 GGammel@ypic.com  
Microsoft Exchange

+ Add Account

  
Account Settings

  
Automatic Replies

  
Tools

### Delegates

Delegates can send items on your behalf, including creating and responding to meeting requests. If you want to grant folder permissions without giving send-on-behalf-of permissions, close this dialog box, right-click the folder, click Change Sharing Permissions, and then change the options on the Permissions tab.

Bob Sam	Add...
	Remove
	Permissions...
	Properties...

Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:

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

OK Cancel

Click on user, press remove. Press Ok to close