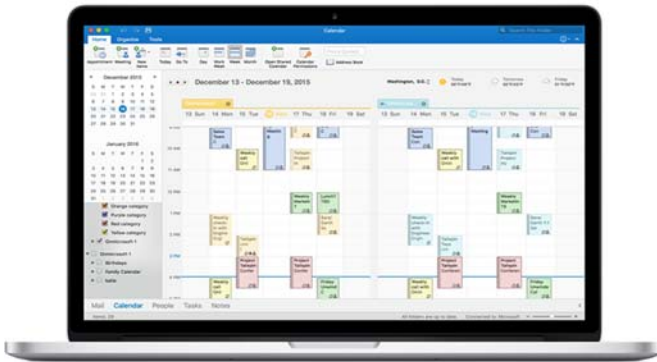




Allow Someone Else to Manage Your Calendar

You can designate another person to manage the events in your calendar on your behalf



Add a Delegate in Outlook

1. Open your calendar in Outlook and select the **File** tab.
2. Click on **Account Settings** and then the **Delegate Access** option.
3. Click the **Add** button, select a delegate, and click the **OK** button.
4. Set desired level of delegate access and click the **OK** button.
5. Click the **OK** button to commit the change.

Add a Delegate in Office 365

1. Log into Office 365 and open your calendar.
2. Click the **Share** button (upper right-hand corner).
3. Type in the delegate's name or e-mail addresses.
4. Assign the individual **Delegate** access.
5. Click the **Share** button to commit the change.

Did You Know?

You can edit your delegate settings in Outlook by selecting the **File** tab, clicking on **Account Settings**, and selecting the **Delegate Access** option (open your calendar and click the **Share** button in Office 365 to accomplish the same task).

Tip:

By default, a delegate can read, create, and modify non-private items in your Calendar folder. Also, when a delegate accepts a meeting invite on your behalf, said event is automatically added to your Calendar folder.