Email - How to Add, Manage, and Remove Delegates in Outlook for Mac

Question:
How do I add a delegate to my Email Account in Outlook for Mac?
How do I remove a delegate's access to my account in Outlook for Mac?

Answers:

You can give a delegate access to your Microsoft Exchange calendar, contacts, and email, and you can set permissions that define the activities that delegates can carry out for you.

To add a delegate in Outlook for Mac:

***Important: To use delegation, you and your delegate must have a Microsoft Exchange account.***

1. On the **Tools** menu, click **Accounts**.
2. Click the account that you want to add a delegate to, click **Advanced**, and then click **Delegates**.
3. Under **Delegates who can act on my behalf**, click **Add**.
4. Type the name of the person that you want to add as a delegate.
5. Click the delegate's name in the search results list, and then click **Add**.
6. In the **Permissions** box, select the permission level that you want to set for the delegate for each item type.

To manage delegate permissions for multiple item types:

1. On the **Tools** menu, click **Accounts**.
2. Click the account for which you want to change permissions, click **Advanced**, and then click **Delegates**.
3. Under **Delegates who can act on my behalf**, click the delegate.
4. Click the **Action** pop-up menu button, click **Set Permissions**, and then make the changes that you want.

To manage delegate permissions for a single folder:

1. In the navigation pane, click the folder that you want to change.
2. On the **Organize** tab:
   - In **Calendar**, click **Calendar Permissions**.
   - In **Mail or People**, click **Folder Permissions**.
   - Click the name of the person for which you want to change the permissions.
3. In the **Permission Level** list, choose the access level that you want. Individual permission levels are automatically filled in below based on your selection in the list.
4. To customize the user's permission levels, select or clear the check boxes under **Read**, **Write**, **Delete**, and **Other**.

To remove a delegate:

1. On the **Tools** menu, click **Accounts**.
2. Click the account for which you want to change permissions, click **Advanced**, and then click **Delegates**.
3. Under **Delegates who can act on my behalf**, click the delegate.
4. Click **Delete**.