Email - How to Add Delegates to Outlook Calendar

Questions:

How do I add delegates to Outlook Calendar?

How do I set up my account to allow another employee to schedule meetings for me on my calendar?

Answer:

1. Open your Outlook desktop application.
2. Click the Calendar icon on the bottom left menu.
3. On the left side of the Outlook calendar, right-click on your primary calendar (listed as Calendar-yourNID@wsu.edu) and select Properties.
4. Open the Permissions tab and click Add.
5. You can find a person or shared mailbox in the Global Address List by their last name or email address. When you find the email address you want to add, click Add then click OK.

6. In the Permissions tab, click the new user or shared mailbox and select the permission level you want to grant them. When complete, click OK.