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.

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Add a Delegate in Outlook for Mac

New Outlook

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

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1. At the top ribbon, click Tools > Accounts.
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Click Delegation and Sharing.				(-
Accounts			Show All	Q Search
Default Account	0	Office 365	@wsu.edu	ı
	Account description:		@wsu.edu	
	Personal information			
	Full name:			
	E-mail address:		@wsu.edu	
	1	Microsoft sync teo	chnology	
	Delegation and Shari	ing		
	Security			
	Directory Service			
				Free Up Space
+ •				

3. In the Delegates who can act on my behalf section, click the "+" icon.

	My Delegates	Shared With Me	
Delegates who can act o	n my behalf:		
+ -			
Send my meeting-related	messages to:	None	\$
Send my meeting-related	i messages to.	None	~
			Done

4. Enter 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.

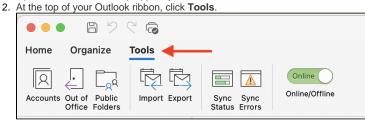
٩	8
@wsu.edu	
Cancel	Add

6. Select the permission level that you want to set for the delegate for each item type and click OK.

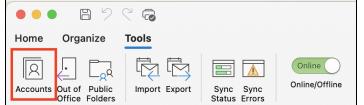
	Add Delegate		$\bullet \bullet \bullet$	Add Delegate
🖂 Inbox	None		🖂 Inbox	None ~
31 Calendar	None	~	31 Caler	None Reviewer (Can Read Items)
🗌 Delegate re	ceives meeting invites		🗆 Delega	Author (Can Read, Create Items)
Contacts	None	~	🚊 Contacts	Editor (Can Read, Create, Modify Items)
🖒 Tasks	None	~	🖄 Tasks	None ~
🗐 Notes	None	~	P Notes	None ~
Delegates c	an see my private items		Delegates of the second sec	can see my private items
		Cancel OK		Cancel OK

Legacy Outlook

1. Open the Outlook desktop app on your Mac device.



3. Click Accounts.



4. Select the WSU email account that you want to add a delegate to and click Advanced.

Accounts		Show
Default Account	0	@wsu.edu
• ••• @wsu		Exchange/Office 365 Account
	Account description:	@wsu.edu
	Personal information	
	Full name:	
	E-mail address:	@wsu.edu
	Authentication	
	Method:	User Name and Password
	User name:	@wsu.edu
	Password:	
		Advanced
+ •		

5. Open the Delegates tab.
6. In the Delegates who can act on my behalf section, click the "+" icon.

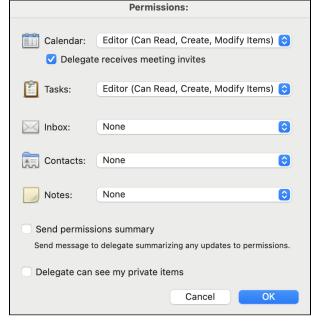
+ -				
Sold my meeting-rel	ated messages to:	•		
, elegates enny		-		
Open these addition	onal mailboxes:			
Communications	.ITS <communicat< td=""><td>ions.its@wsu.ec</td><td>lu></td><td></td></communicat<>	ions.its@wsu.ec	lu>	
+ -				

7. Enter the name of the person that you want to add as a delegate.

8. Click the delegate's name in the search results list, and then click Add.

Choose a Person		
Q		0
(MN) (@wsu.edu		
	Cancel	Add
	Cancel	Add

9. In the Permissions box, select the permission level that you want to set for the delegate for each item type and click OK.



Manage Delegate Permissions for Multiple Item Types

New Outlook

- 1. Open the Outlook desktop app on your Mac device.
- 2. At the top ribbon, click **Tools** > Accounts.
- 3. Click Delegation and Sharing.
- 4. In the Delegates who can act on my behalf section, double-click the account for which you want to change permissions.
- 5. In the Permissions box, make the changes that you want and click OK.

Legacy Outlook

- 1. Open the Outlook desktop app on your Mac device.
- 2. At the top of your Outlook ribbon, click Tools.
- 3. Click Accounts.
- 4. Select the WSU email account that you want to change delegate permissions for and click Advanced.
- 5. Open the Delegates tab.
- 6. In the Delegates who can act on my behalf section, double click the name of the delegate.

7. In the Permissions box, make the changes that you want and click OK.

Manage Delegate Permissions for a Single Folder

New Outlook

- 1. Open the Outlook desktop app on your Mac device.
- 2. At the top ribbon, click **Tools** > Accounts.
- 3. Click Delegation and Sharing.
- 4. In the Delegates who can act on my behalf section, double-click the account for which you want to change permissions.
- In the Permissions box, make the changes that you want to each individual item (calendar, inbox, contacts, etc.) and click OK.
 a. Please note that changes to the inbox permissions apply to all folders within the main Inbox folder.

Legacy Outlook

- 1. Open the Outlook desktop app on your Mac device.
- 2. To change calendar delegate permissions:
 - a. Click the Calendar icon at the bottom-left.
 - b. Right-click the Calendar option under your WSU email account and select Sharing Permissions.

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		Calendar					Р	Properties				

- c. Click the delegate to highlight their name and in the Permissions column, make the changes that you want.
- d. Click Done to save your changes.3. To change folder delegate permissions:

a. In the left navigation pane, right-click the folder you want to change and select Sharing Permissions.

Home Organize Too	ls							
New New Email Items Delete Archive Reply Reply Forward Or All								
> All Accounts Focused Oth								
~ @wsi	u.edu v Wednesday							
> 🖂 Inbox								
🖹 Drafts	Open in New Window							
Archive	New Folder f							
▷ Sent	Rename Folder							
> ႙ ^Ϙ Groups	Move Folder							
> 🔟 Deleted Items	Copy Folder							
🛛 Junk Email	Add to Favorites							
> 🔄 Online Archive	Delete Folder							
Conversation Histo								
🗋 Important	Delete All							
D NTK Sent	Apply Rule >							
RSS Feeds	Synchronize Now							
> 🗋 Sync Issues	Sharing Permissions							
☐ Tickets	Properties							

- b. In the Permissions tab, go to the Permission Level list and choose the preferred access level for the delegate. Individual permissions will automatically fill in based on your Permission Level selection. To customize permission levels, select or clear the check boxes under Write or Other.
- c. Click OK to save your changes.

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.