

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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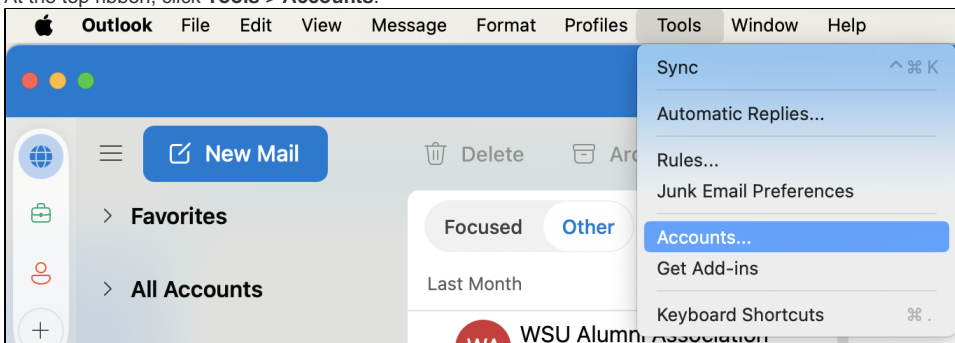
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Add a Delegate in Outlook for Mac

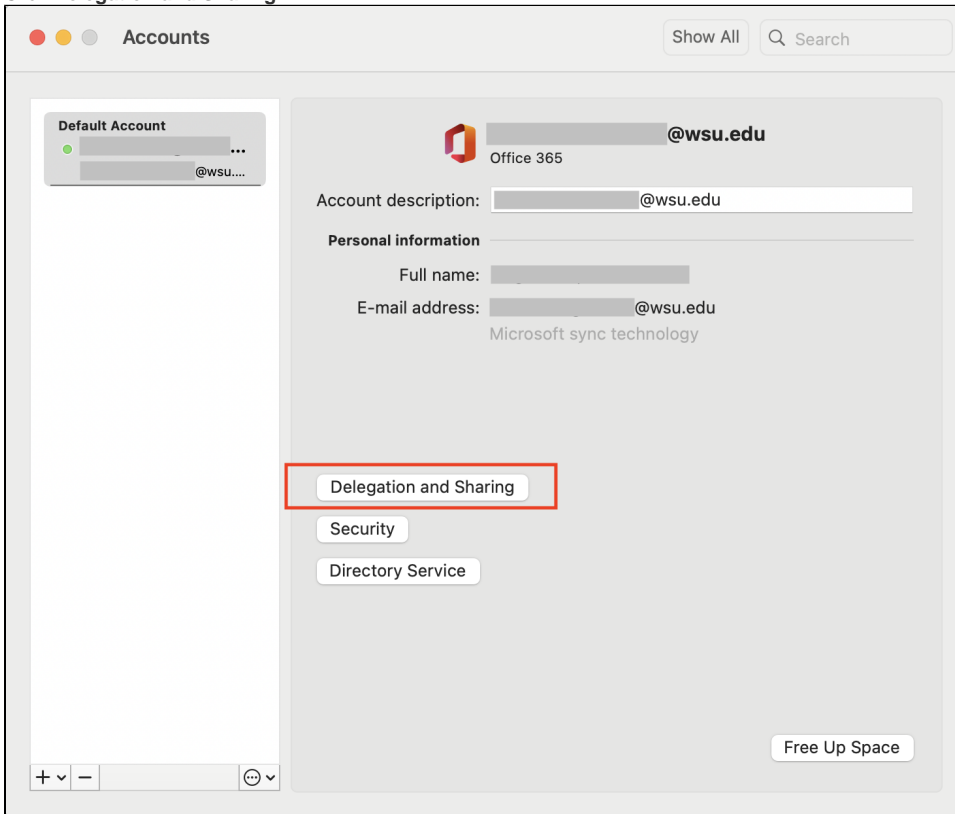
New Outlook

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

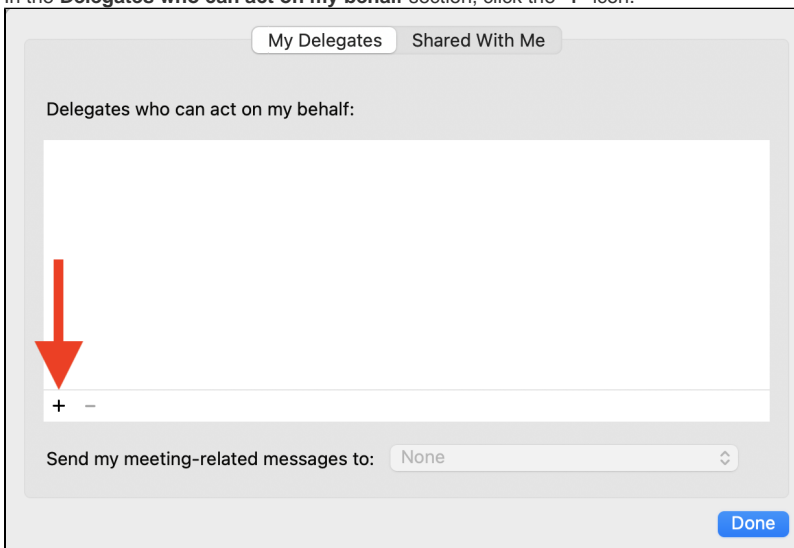
1. At the top ribbon, click **Tools > Accounts**.



2. Click **Delegation and Sharing**.

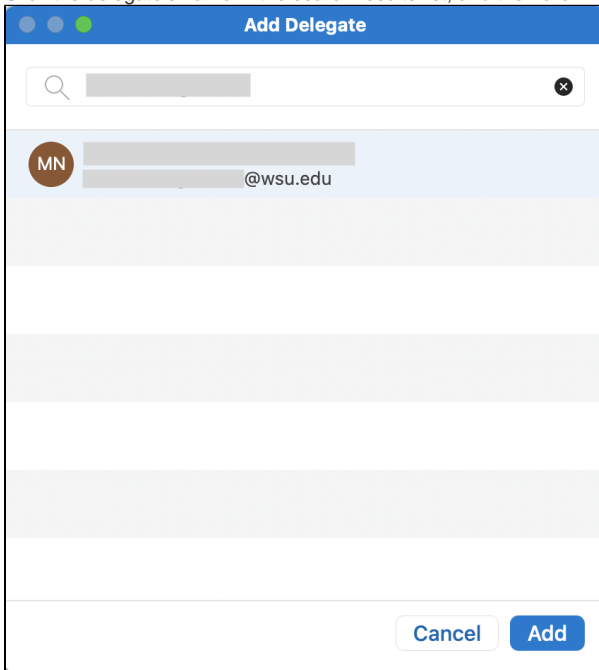


3. In the **Delegates who can act on my behalf** section, click the "+" icon.

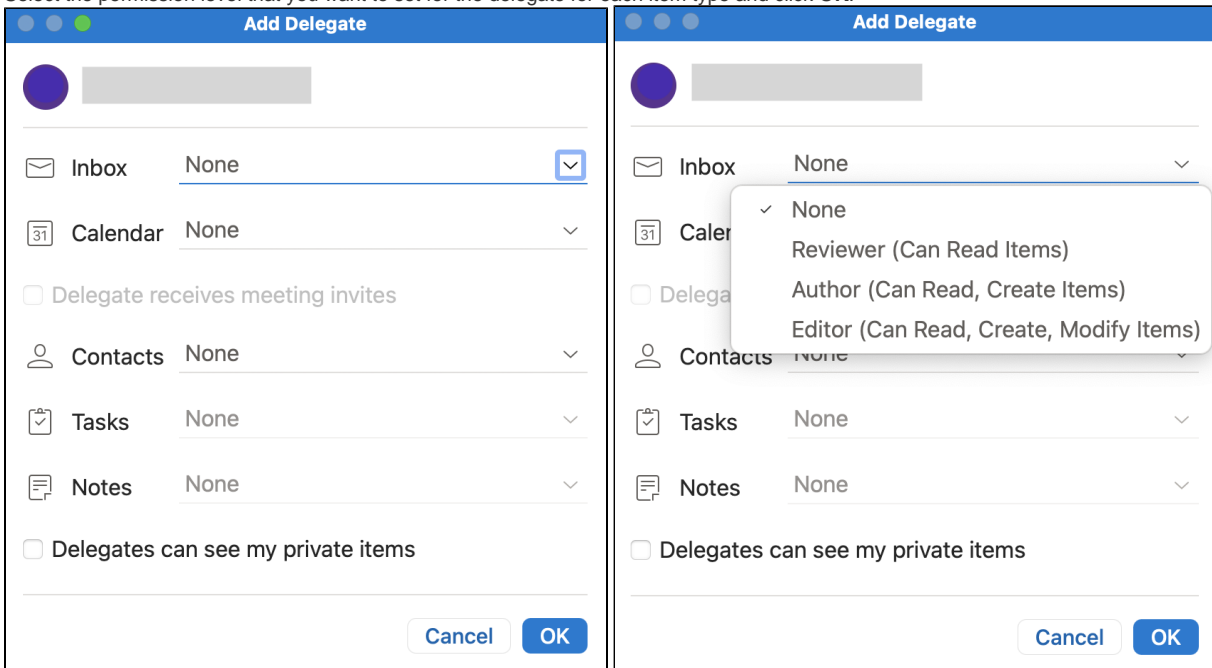


4. Enter the name of the person that you want to add as a delegate.

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

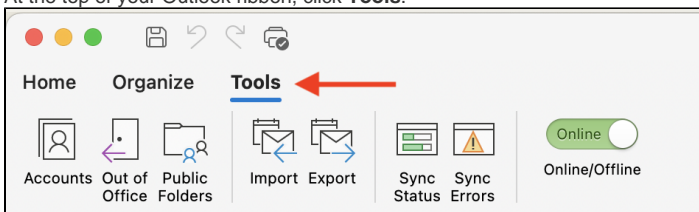


- Select the permission level that you want to set for the delegate for each item type and click **OK**.

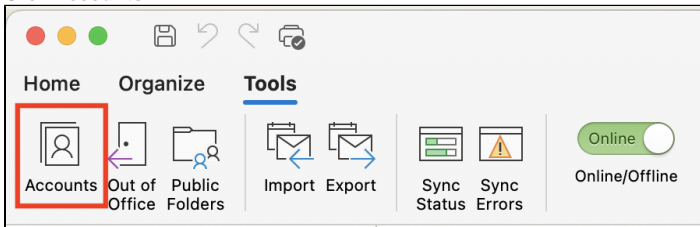


Legacy Outlook

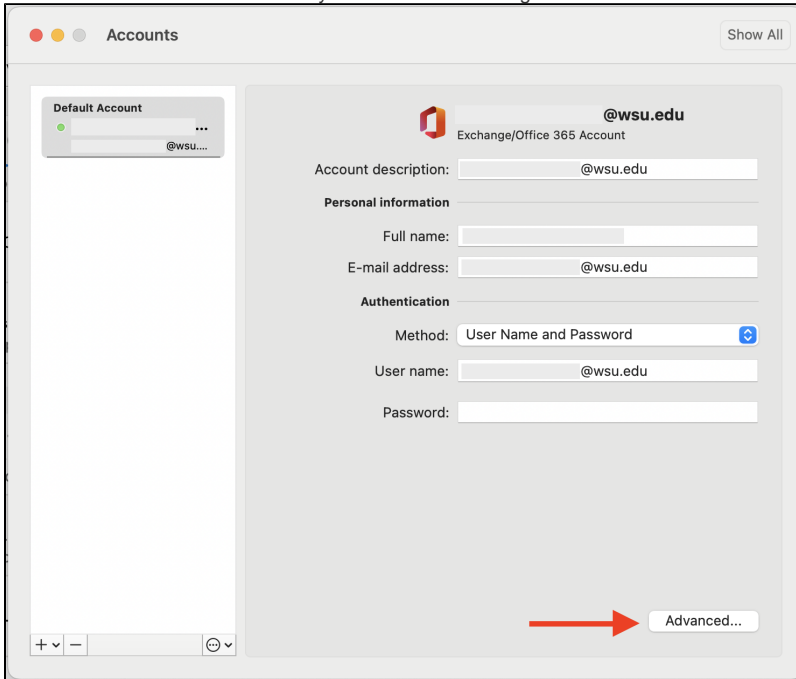
- Open the Outlook desktop app on your Mac device.
- At the top of your Outlook ribbon, click **Tools**.



3. Click **Accounts**.

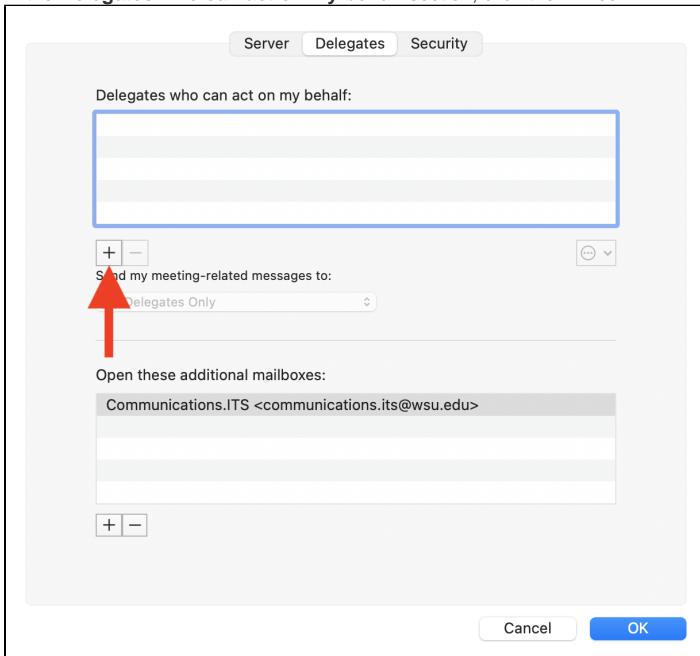


4. Select the WSU email account that you want to add a delegate to and click **Advanced**.



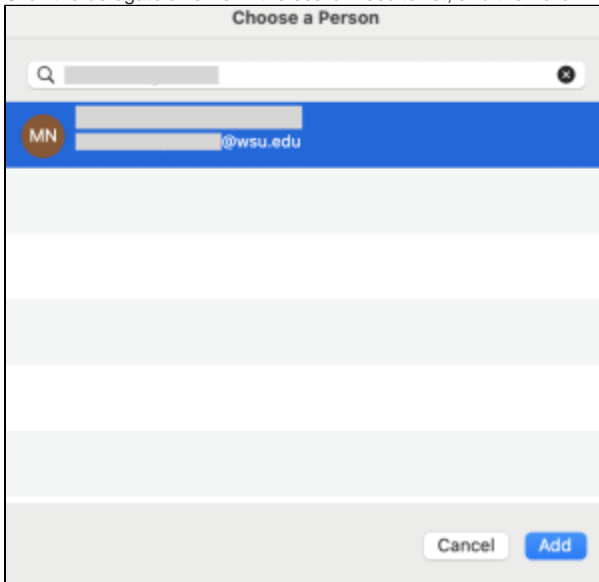
5. Open the **Delegates** tab.

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

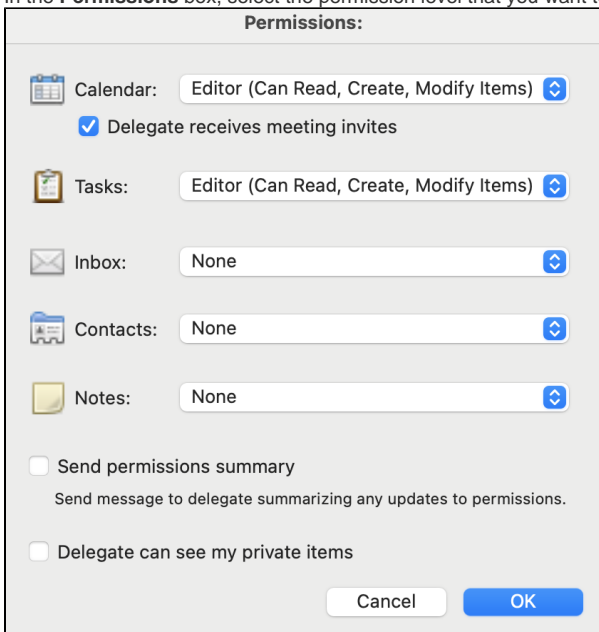


7. Enter the name of the person that you want to add as a delegate.

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



- 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

- Open the Outlook desktop app on your Mac device.
- At the top ribbon, click **Tools > Accounts**.
- Click **Delegation and Sharing**.
- 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 and click **OK**.

Legacy Outlook

- Open the Outlook desktop app on your Mac device.
- At the top of your Outlook ribbon, click **Tools**.
- Click **Accounts**.
- Select the WSU email account that you want to change delegate permissions for and click **Advanced**.
- Open the **Delegates** tab.
- 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**.

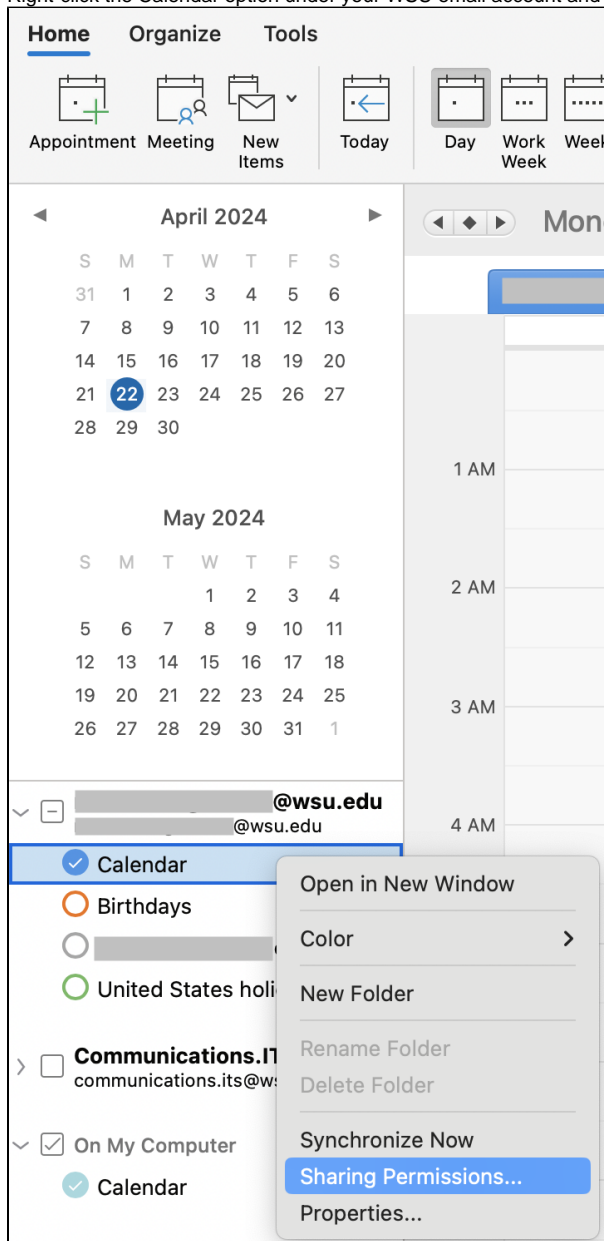
Manage Delegate Permissions for a Single Folder

New Outlook

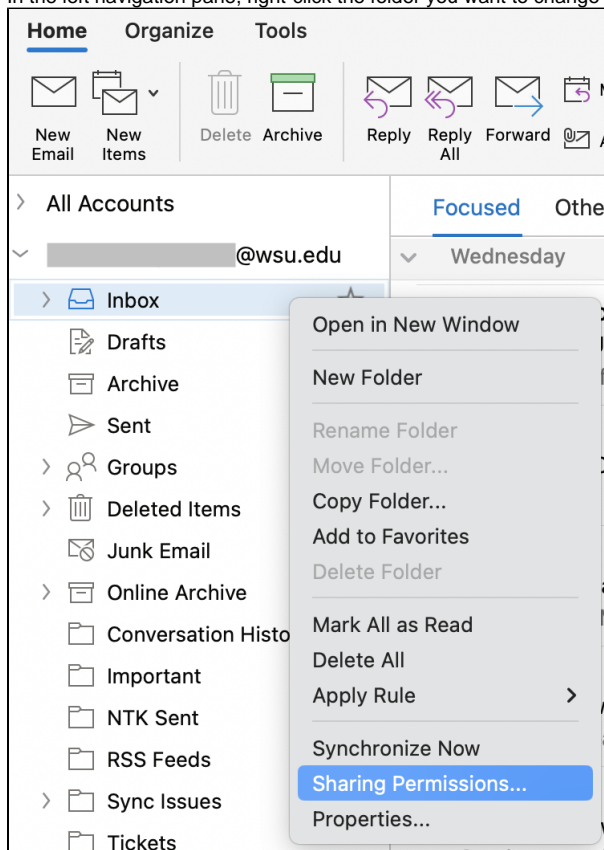
1. Open the Outlook desktop app on your Mac device.
2. At the top ribbon, click **Tools > Accounts**.
3. Click **Delegation and Sharing**.
4. In the **Delegates who can act on my behalf** section, double-click the account for which you want to change permissions.
5. In the **Permissions** box, make the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



- 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**.



- 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**.