



CSUEB IT

Setting Up Delegates to Send On Behalf of you

Sending As a Delegate

Setting Up Delegates to Send On Behalf of you

How to set-up Delegates

Windows

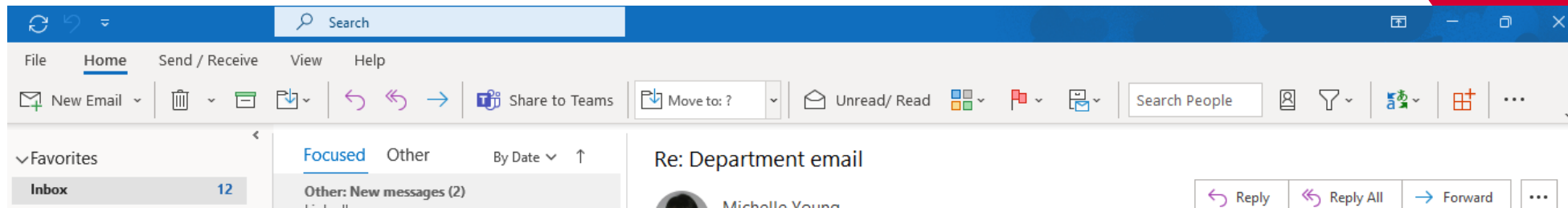
MAC

Windows: Setting Up Delegates to Send On Behalf of you

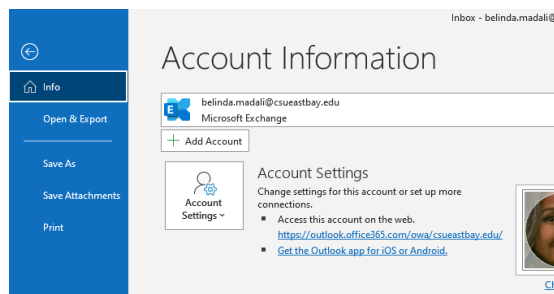
How to set-up Delegates

*You must download the Outlook App to set this up.

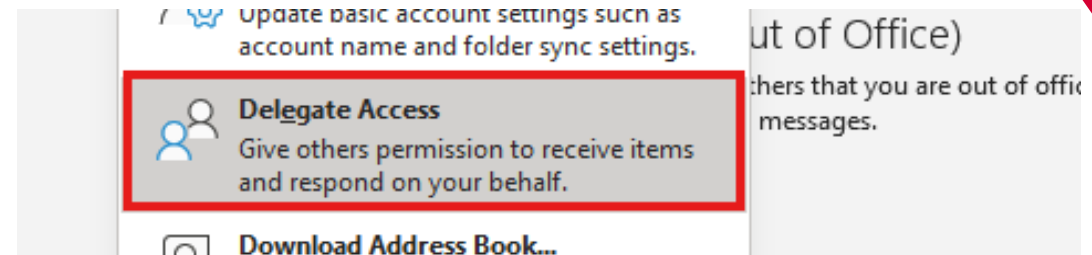
1. Open the Outlook App



2. Click Info

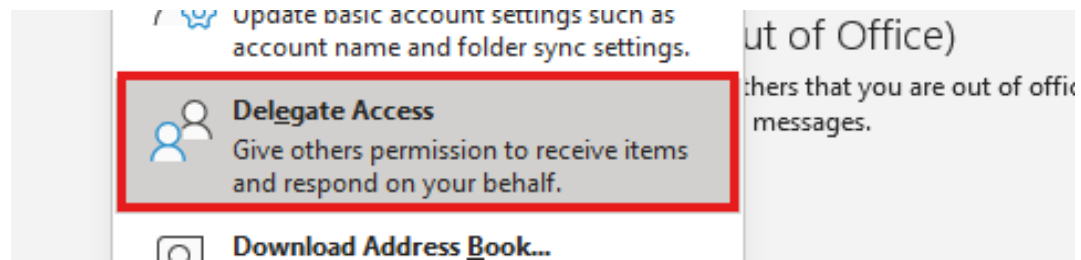


3. Choose Delegate Access

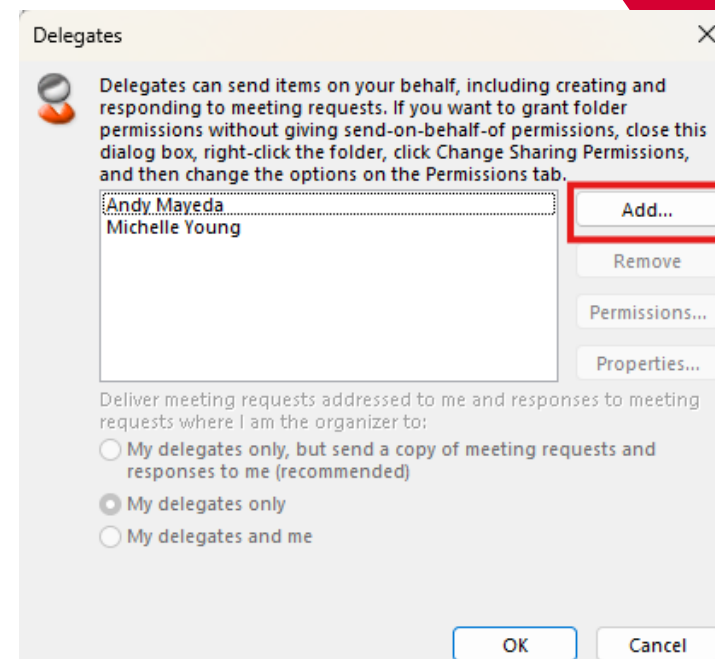


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4. Choose Delegate Access



5. Click Add

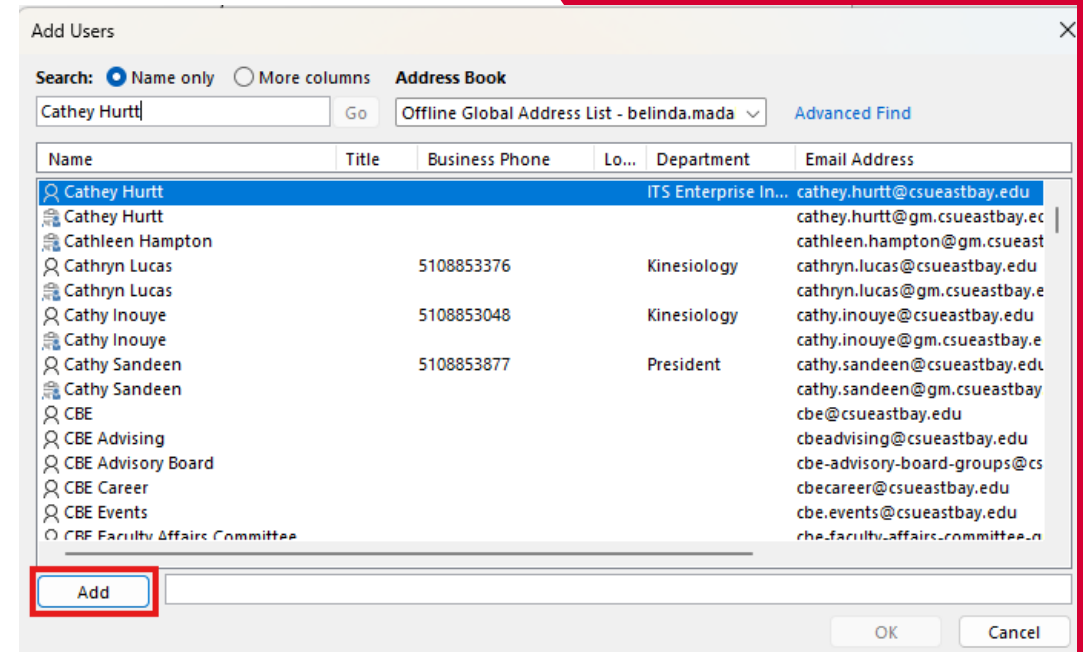


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6. Search and choose the delegate
[by name or email address]

Click Add, the name
should appear in the box to the
right.

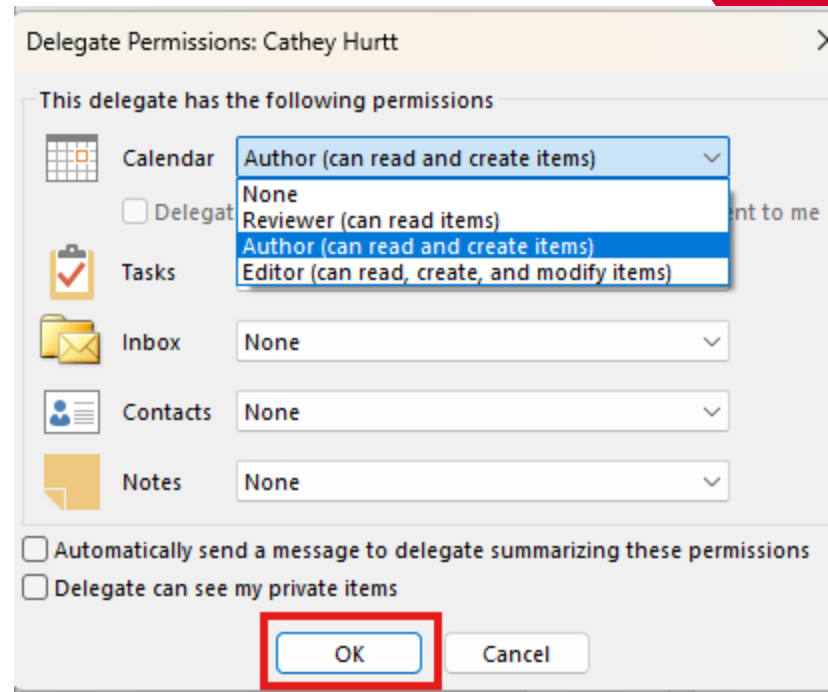
Click OK



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7. Choose Permissions

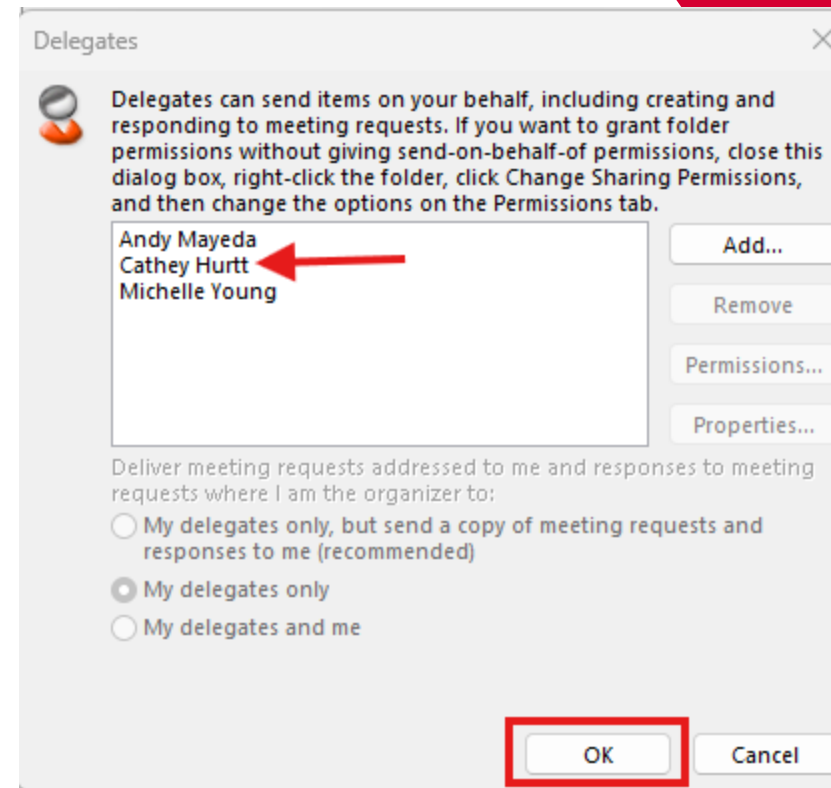
*Selecting **None** for each of these options gives the delegate the basic ability to send messages on your behalf, but nothing more. You can grant the delegate additional permissions (such as the ability to see your calendar or inbox) by



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8. You will now see the delegated added to the list.

Click OK

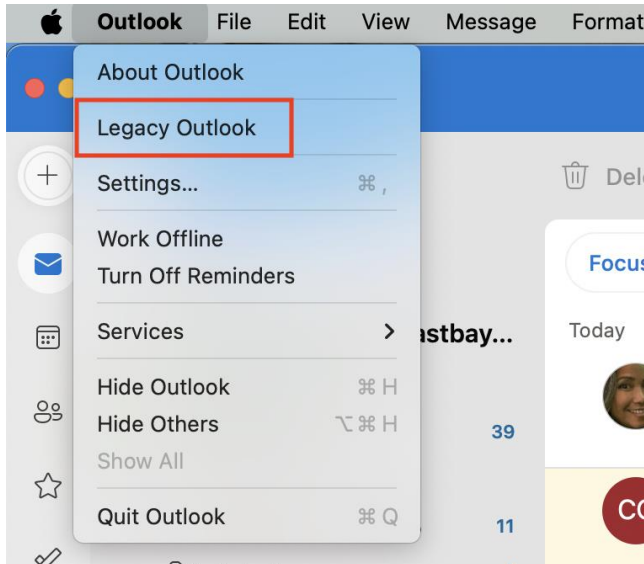


Mac: Setting Up Delegates to Send On Behalf of you

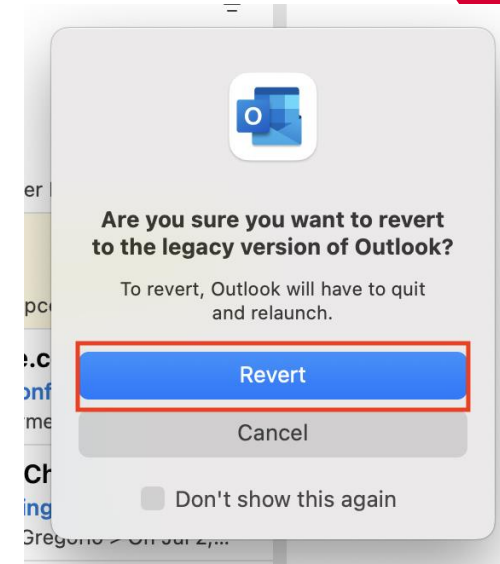
How to set-up Delegates

*You must download the Outlook App to set this up.

1. Open the Outlook App
2. Click Outlook and Choose Legacy Outlook



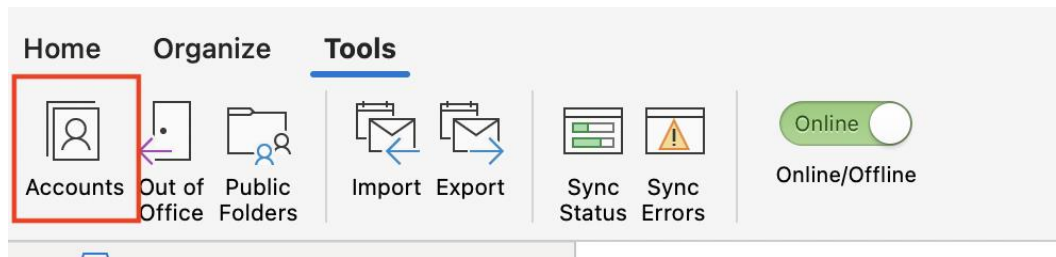
3. Revert to the “Legacy” view of Outlook.



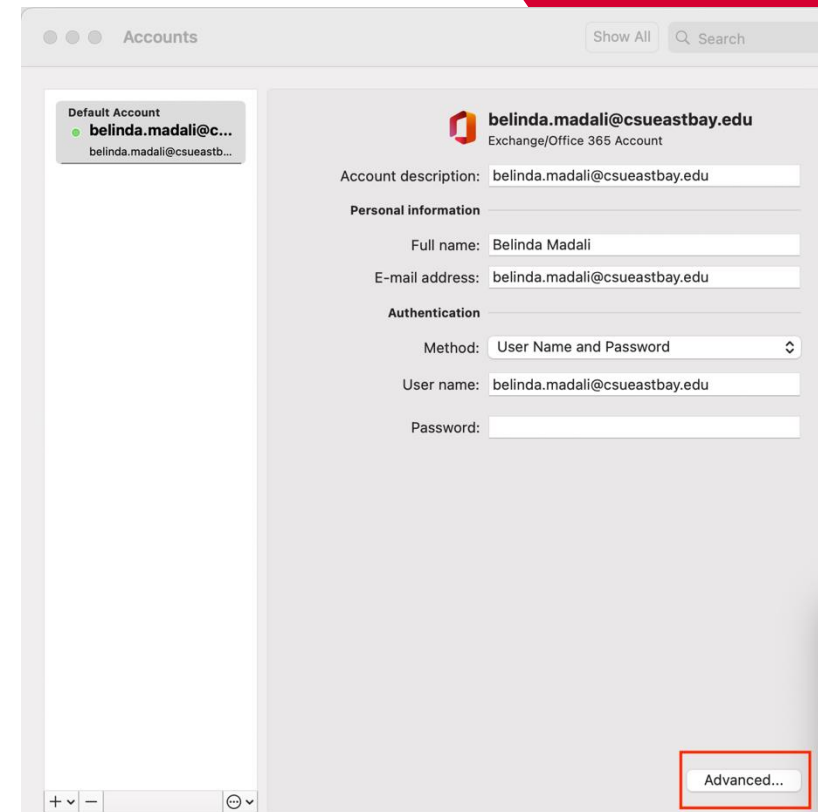
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4. Choose the Tools tab.

Choose Accounts



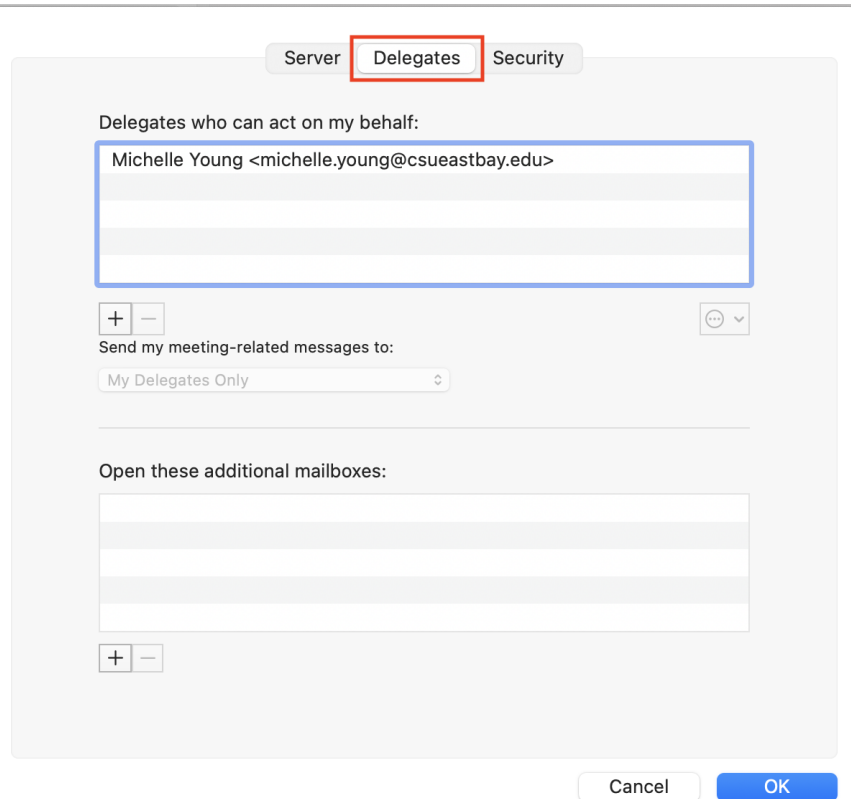
5. In the Accounts options, click Advanced (bottom right).



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6. Choose the Delegates tab.

Click “+”

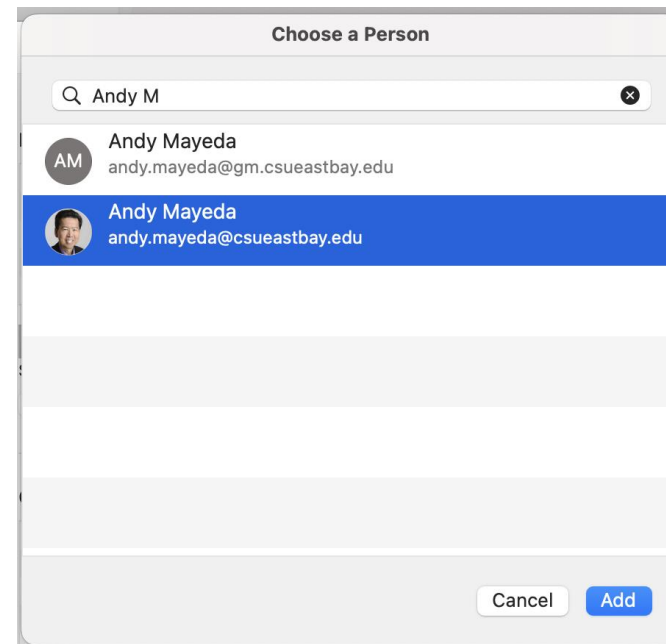


7. Type the Name or Email

address of the delegate.

Choose the person to Add

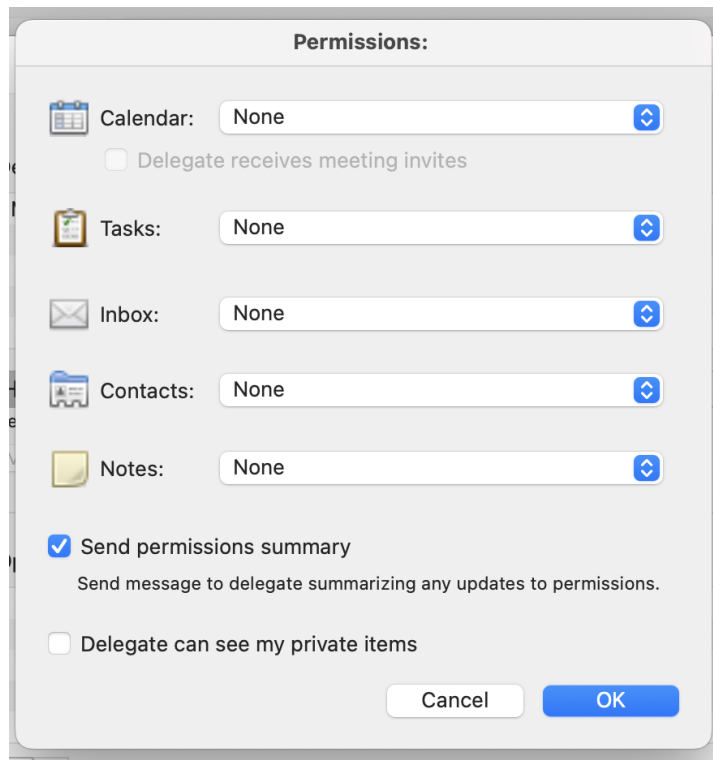
Click “Add”



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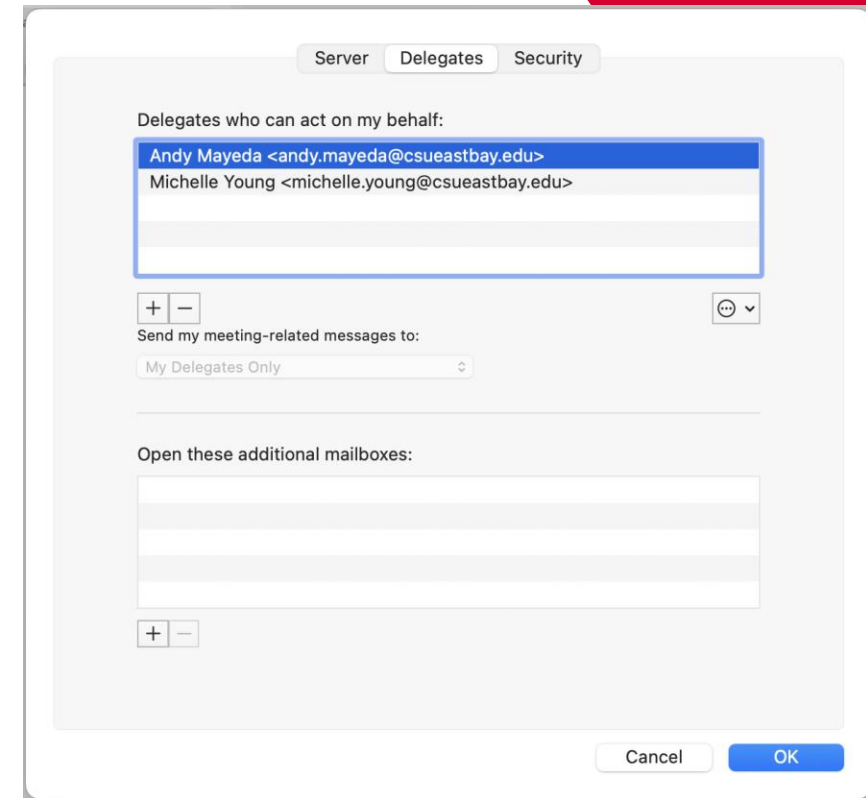
8. Choose your Permissions for this Delegates.

*Selecting **None** for each of these options gives the delegate the basic ability to send messages on your behalf, but nothing more. You can grant the delegate additional permissions (such as the ability to see your calendar or inbox) by selecting **Calendar > Author** or **Inbox > Reviewer**, for example.



The 'Permissions' dialog box shows settings for a delegate. It includes dropdown menus for Calendar, Tasks, Inbox, Contacts, and Notes, all set to 'None'. There is a checkbox for 'Delegate receives meeting invites' which is unchecked. A checked checkbox 'Send permissions summary' has a subtext 'Send message to delegate summarizing any updates to permissions.' Below this is an unchecked checkbox 'Delegate can see my private items'. At the bottom are 'Cancel' and 'OK' buttons.

9. List of Delegates Click OK



The 'Delegates' tab shows a list of delegates who can act on the user's behalf. The list contains two entries: 'Andy Mayeda <andy.mayeda@csueastbay.edu>' and 'Michelle Young <michelle.young@csueastbay.edu>'. Below the list are '+' and '-' buttons and a menu icon. A section 'Send my meeting-related messages to:' has a dropdown menu set to 'My Delegates Only'. Another section 'Open these additional mailboxes:' has an empty list with '+' and '-' buttons below it. At the bottom are 'Cancel' and 'OK' buttons.