

ITD Fact File:

Outlook- Delegates (Exchange)



Information Technology Directorate – UNE Microsoft Exchange Project

Selecting Delegates

Go to the top action bar, select ‘Tools’ and go down to ‘Options’

Select the ‘Delegates’ option from the top tab. Click ‘Add...’ to select a delegate for emails

Delegates may assign you permissions based on what they require you to do for them. This is accessed via Tools → Options → Delegates Tab → ‘Add...’

Select which users you want to make email delegates for your account from the ‘Address Book’. Click ‘Add...’ to add them to the list. Click ‘OK’ to complete.

Delegates email’s can be accessed once approved in ‘Mail’ from the top action bar under ‘File’ → ‘Open’ → ‘Other User’s Folder’.

Select ‘Name...’ to add the Exchange user who has made you a delegate. You will now have access to whatever privileges you have been assigned. Their email will now be easily accessible through File → Open → Delegates Name.

