SET DELEGATE PERMISSIONS AND ADD A MAILBOX IN OUTLOOK 2016

Owner of the Account--Set up Delegate Permissions:

1. Log onto the computer with the account to which you want others to have access.
2. Open Outlook (Outlook will automatically configure itself if you've never set up Outlook before).
3. Click *File* on the ribbon.
4. Click *Account Settings* button in the middle portion of the screen.
5. Click *Delegate Access* to give others access to receive items and respond on your behalf.
6. Click *Add.*
7. Type in the name of the user in the search box (last name, first name) - Select the correct name in the results.
8. Click *Add.* or if the right name is already in the Add box, click *OK.* - You can add multiple users at the same time.
9. Set the level of permission you want the user or users to have; Editor has the ability to read, reply and make changes to the mailbox or calendar. Be sure you set these levels for both calendar and mailbox. Author can read and reply only.
10. Click *OK* Twice.

Owner of the Account--Set up Permissions to Give Others Access to Your Inbox:

1. Right click on your *Mailbox. (username@uhcl.edu)* at the top of your folder list
2. Click on *Folder Permissions.*
3. Click on the *Permissions* tab.
4. Click on the *Add* button.
5. In the *Add Users* window, find the name of the person you would like to give access and set permissions.
6. Select the name and click on the *Add* button and click *OK.*
7. Make sure permissions are set correctly. If not, select the name you just added and set the permission level to the correct setting.
8. Click *OK* again.

Owner of the Account—Set up Permissions to Give Access to Folders Other than Just Inbox:

1. Right click on any folder under the Inbox (like *Deleted Items, Sent Items,* etc.)
2. Select *Properties*
3. In the Properties Window for that folder, click on the *Permissions* tab
4. Select *Add...*
5. Select name from the Outlook Address Book that pops up.
6. Select *Add*
7. Click *OK*
8. Set appropriate permissions for that person
9. Click *OK*
10. Repeat the steps above for any other folder you want to give permissions to

Owner of the Account - Set up Permissions to Give Others Access to Your Calendar:

- Open your *Calendar.*
- Right click on your *Calendar – username@uhcl.edu,* click *Properties* and repeat steps 3-8.

Once the Delegate has been added and permissions set, delegate must do the following:

<u>*Add This Mailbox to Your Outlook:*</u>

1. *Login under your account in Outlook.*
2. *Click File on the ribbon.*
3. *Click Account Settings.*
4. *Select Account Settings.*
5. *Click Change.*
6. *Click More Settings... (bottom right)*
7. *Click on the Advanced tab.*
8. *Click Add.*
9. *Type in the name of the Mailbox*
10. *Click OK Twice.*
11. *Click Apply, then click Ok.*
12. *Click Next.*
Click Finish.