SHARE YOUR CALENDAR & ASSIGN PERMISSIONS

1. In Calendar, on the Home tab, click the Calendar Permissions icon.
2. In the Calendar Properties window, click Add User...
3. In the Search for a person field, enter who you would like to share your calendar with (e.g. Bucky Badger). Select their name from the search results, and click Add.
4. The Calendar Properties window shows the person’s name and their current permission level or Role. This determines what a person can view and/or edit on your calendar.
5. To change a person’s role, select their name, and choose a new role from the Permission Level dropdown menu. (Refer to KnowledgeBase doc #45320 for role details).
   - None: the person is blocked from viewing the calendar.
   - Reviewer: the person can see the Title, Location and Invitees for calendar events.
   - Editor: the person can read and modify events on the calendar.
   - Author: the person can create, read and modify events on the calendar.
   - Owner: the person can create, read, modify, delete all items in the shared calendar; can change permission levels that others have.
6. You can also add custom permissions for a given person using the checkboxes below the Permission Level dropdown menu. When finished, click OK.

GIVE DELEGATE ACCESS TO YOUR CALENDAR

Giving someone Delegate access to your calendar is a feature that enables one person to act on behalf of another Outlook user. This is most commonly used when one person manages the calendar of another (e.g. supervisor and assistant).

1. To assign a delegate, from the top Mac application menu for Outlook, click Tools, and select Accounts...
2. In the Accounts pop-up window, on the left-hand side, verify your account is selected; click the Advanced... button on the lower, right-hand side of the window.
3. From the advanced Accounts window, select the Delegates button.
4. Under the box, Delegates who can act on my behalf, click the + icon (plus sign) to add a delegate (e.g. Bucky Badger).
5. In the Choose a Person search window, type the email address or name of the person you wish to add as a delegate. Select the person or email address; then click the Add button.
6. In the Permissions:[delegate name] dialog box, in the Calendar field, use the drop-down menu to change the permission level.
7. Select the box, Send permissions summary to send an email notification to your delegate so they are aware of the Calendar permissions you have granted them.
8. To allow a delegate to see private events on your calendar, check the option, Delegate can see my private items.
9. When finished, click OK.
10. Your delegate needs to add your name under the box, People I am a delegate for in order to access your calendar items. (Refer to KnowledgeBase doc #45860 for details).

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Giving someone Delegate access to your Inbox folder is a feature that enables one person to act on behalf of another Outlook user. This is most commonly used when one person manages the Inbox of another (e.g. supervisor and assistant).

1. To assign a delegate to your Inbox folder, from the top Mac application menu for Outlook, click Tools, and select Accounts...

2. In the Accounts pop-up window, on the left-hand side, verify your account is selected; click the Advanced... button on the lower, right-hand side of the window.

3. From the advanced Accounts window, select the Delegates button.

4. Under the box, Delegates who can act on my behalf, click the + icon (plus sign) to add a delegate.

5. In the Choose a Person search window, type the email address or name of the person you wish to add as a delegate (e.g. Bucky Badger). Select the person or email address; then click the Add button.

6. In the Permissions:[Delegate Name] dialog box, in the Inbox field, use the drop-down menu to select the desired permission level (e.g. Editor).

7. Select the box, Send permissions summary to send an email notification to your delegate so they are aware of the Inbox permissions you have granted them.

8. When finished, click OK.

9. Your delegate needs to add your name under the box, People I am a delegate for in order to access your Inbox folder items. (Refer to KnowledgeBase doc #45860 for details).