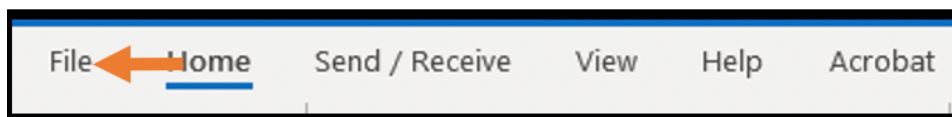


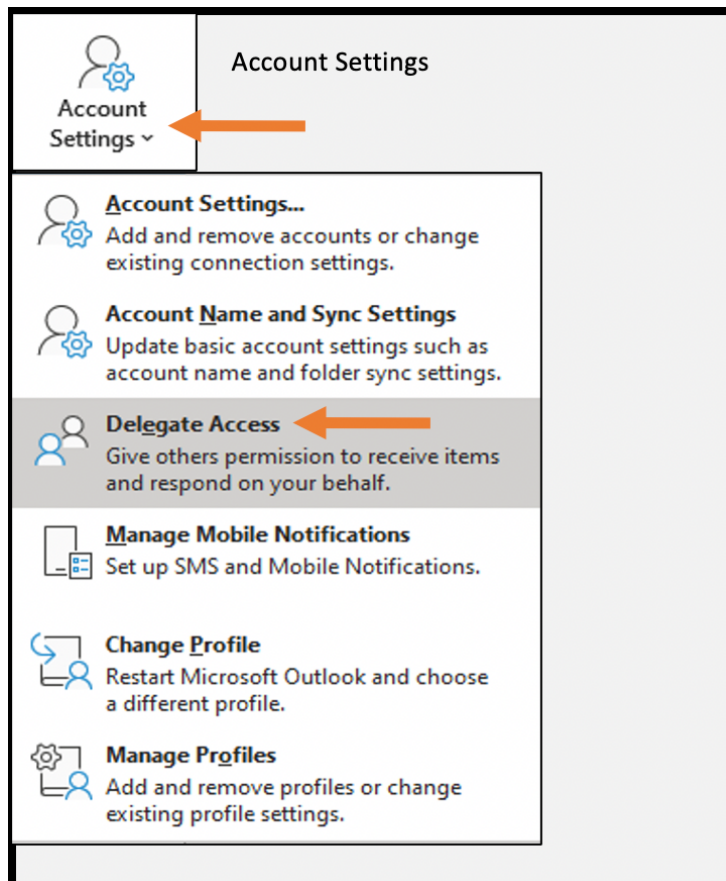
Adding Delegate Access to Outlook for Windows



1.OPEN: Outlook

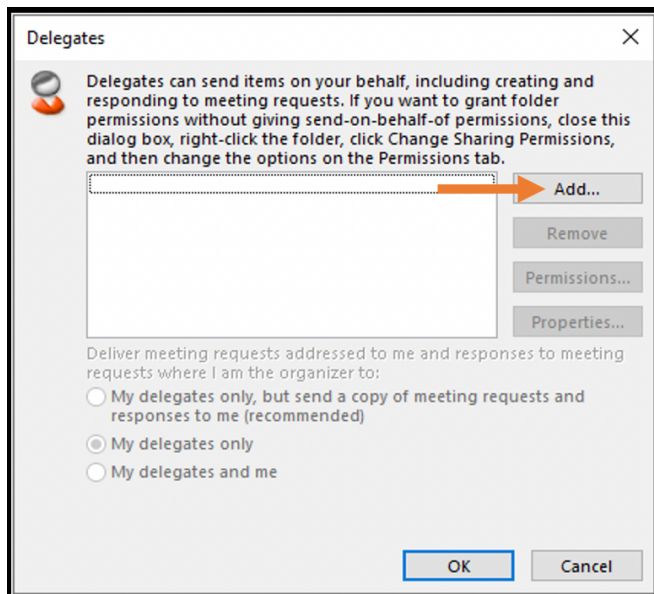


2.SELECT: File

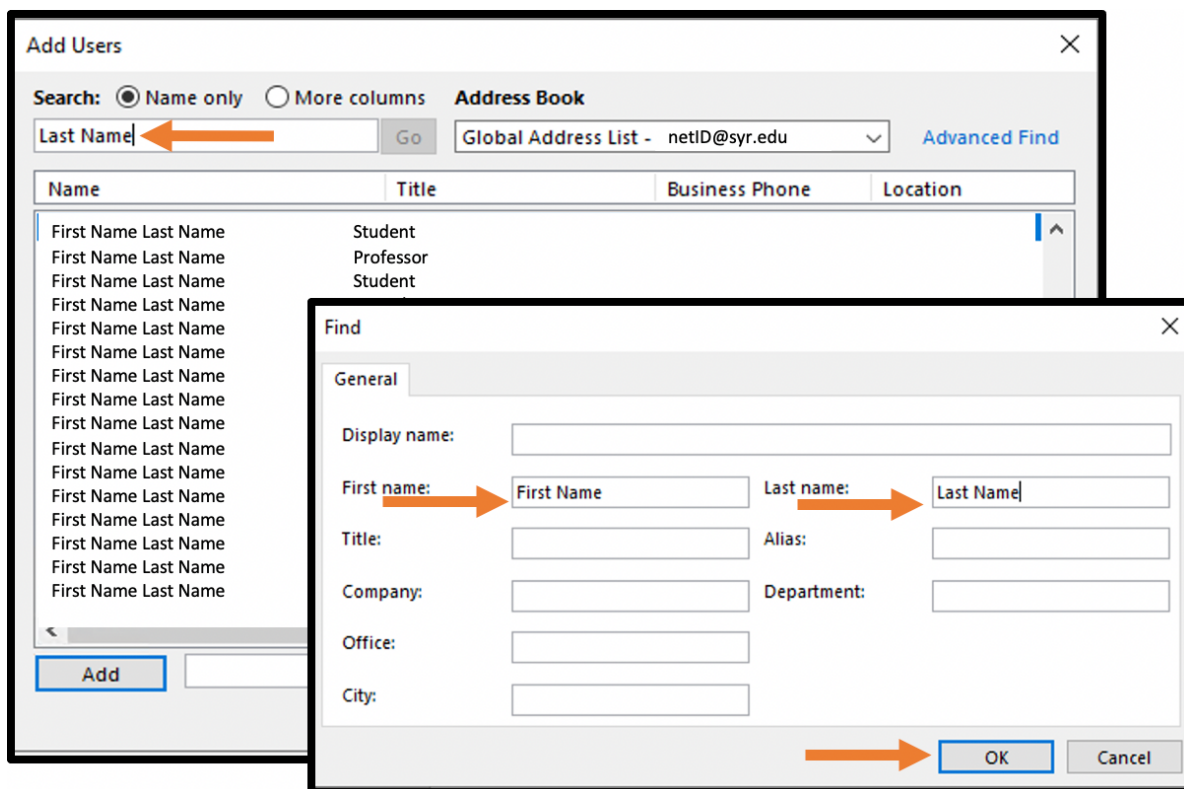


3.SELECT: Account Settings

4.SELECT: Delegate Access



5.SELECT: Add

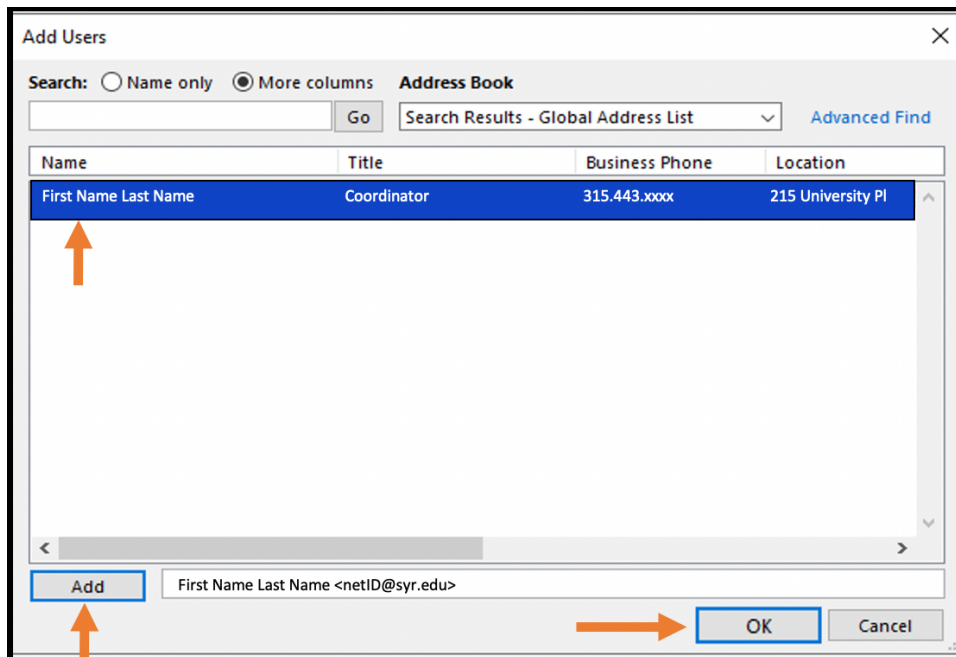


6. ENTER: Last Name of person requiring access

7.SELECT: Advanced Search

8. ENTER: Last Name and First Initial

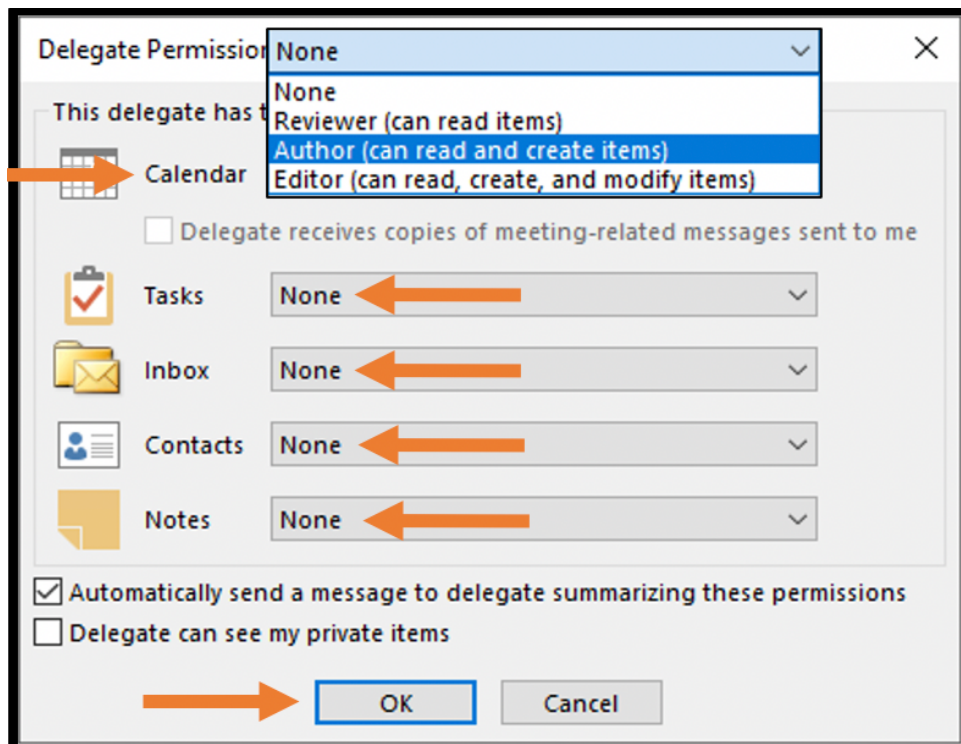
9.SELECT: OK



10.SELECT: Highlight search result with correct Delegate name and email

11.SELECT: Add

12.SELECT: OK



13.SELECT: Calendar drop-down and select Permissions

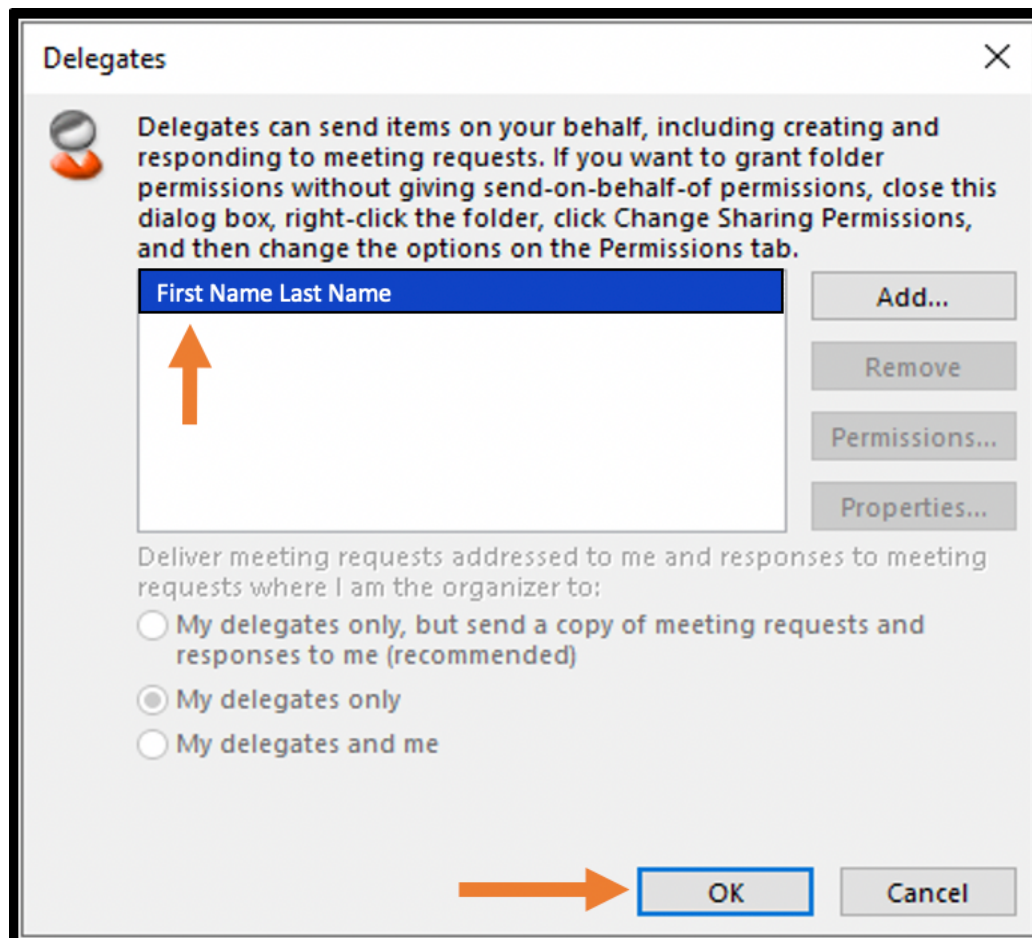
- Reviewer can read items
- Author can read and create items
- Editor can read, create, and modify items (recommend against this choice)
 - Delegates receives copies of meeting-related messages is only available if the delegate is an editor
 - Deliver meeting requests addressed to me and responses to meeting requests option is only available if the delegate is an editor

14.SELECT: “None” for Tasks, Inbox, Contacts, and Notes

15.CHECK BOX: Automatically send a message to delegate summarizing permissions

16.UNCHECK BOX: Delegate can see my private items

17.SELECT: OK



18.SELECT: OK