



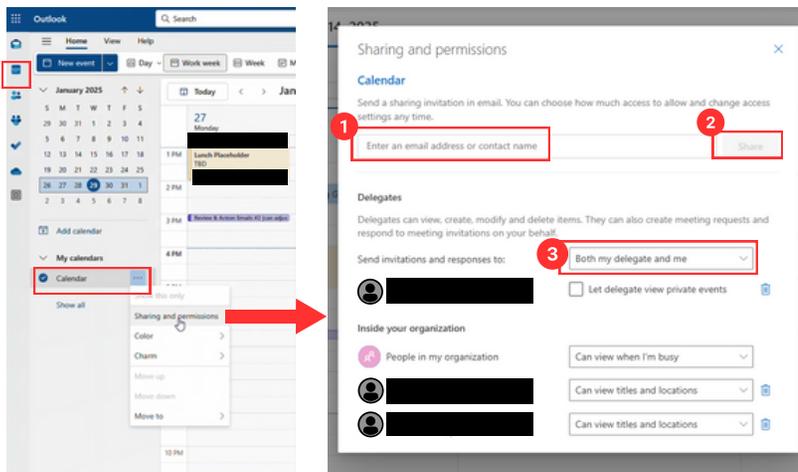
Microsoft Outlook: Delegate access

Delegate access provides another Microsoft user with access to your calendar and additional permissions, such as responding to meeting requests on your behalf.

As the person granting permission, you determine the level of access that the delegate has to your calendar or mail folders. You can grant a delegate permission to read items in your folders or permission to read, create, change, and delete items.

Assigning delegate access (web browser)

1. Access Outlook on your computers **web browser**
2. Click on the three dots (more options) next to "Calendar" under "My Calendars"
3. Click on **sharing and permissions**
4. Enter the **name or email** of the person you would like to provide delegate access to
5. Select the **drop-down list** next to their name and **choose the level of access - Delegate**
6. Click **share**
7. In the new drop-down next to your delegate's name select **both my delegate and me**



Accessing a shared calendar (Outlook)

1. Open the **Outlook app** and click on the Calendar icon in the left menu.
2. Right-click on **"My Calendars"**
3. Click on **Add Calendar** and then **Open Shared Calendar**
4. Enter the **clinician's name** and click OK

Note: After accessing delegator's calendar, you might need to reopen Outlook for the permissions to activate.

