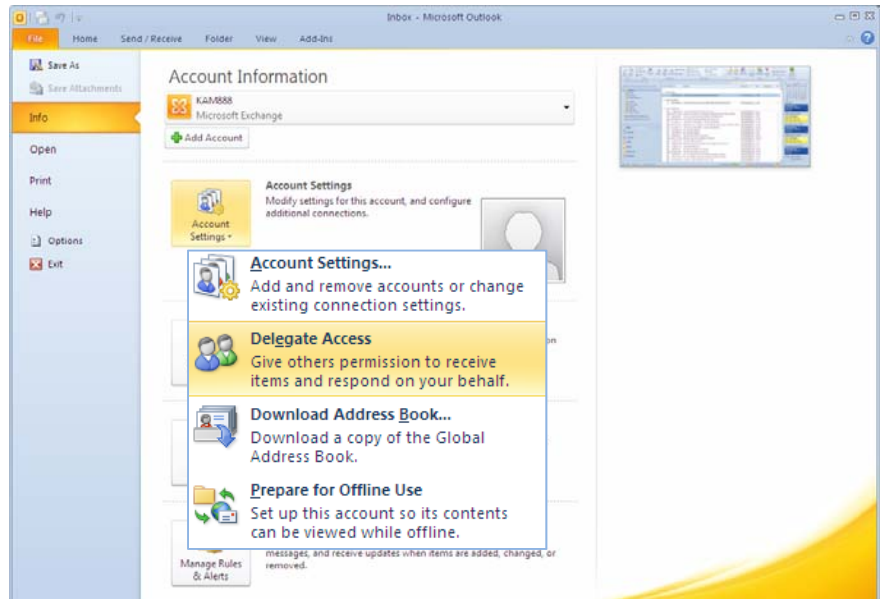


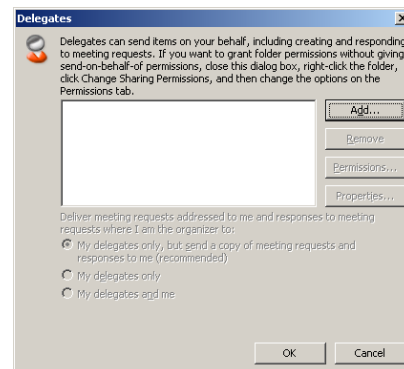
Calendar Delegate

A calendar delegate is a person who acts on behalf of another to manage his or her calendar-related activities, send and accept meeting requests and more.

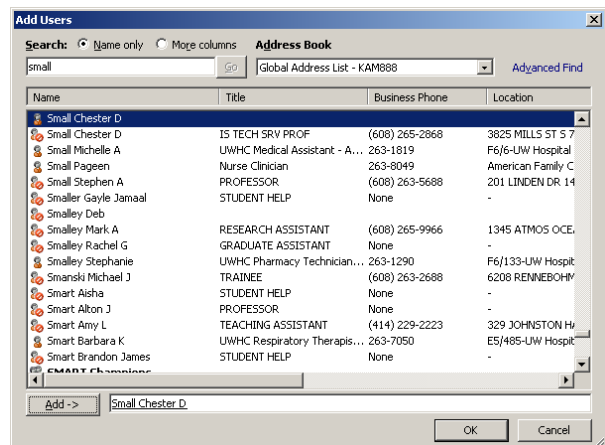
Outlook makes the delegate assignment process simple. On the computer of the person creating the delegate, look on the Info screen, under Account Settings ... and Delegate Access.



The first step is to click Add ...

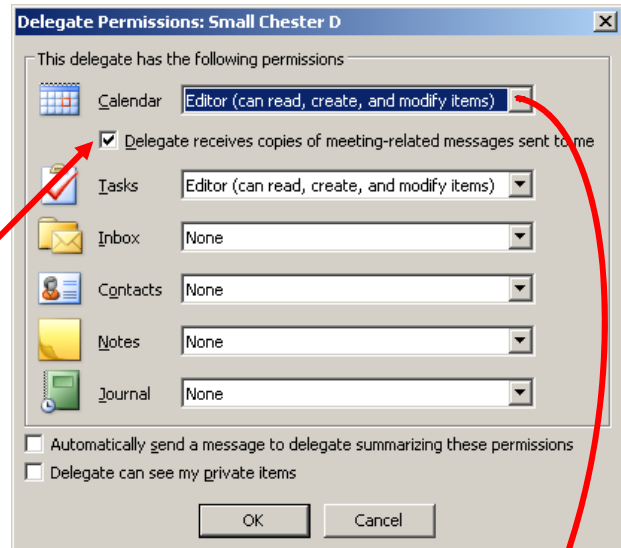


From the address book, select the person who will act as the delegate.

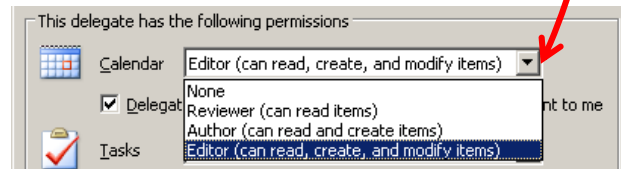


Outlook will assume the delegate should serve as an Editor who can read, create and modify items on the calendar.

Leave the box checked if the delegate should receive copies of meeting related messages. This would make it possible for the delegate to respond to meeting requests on behalf of the other.



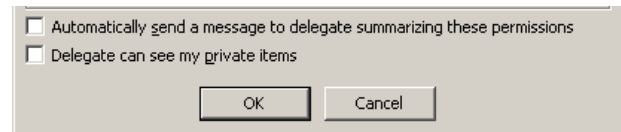
Other roles are available in the drop-down list with more restricted permissions.



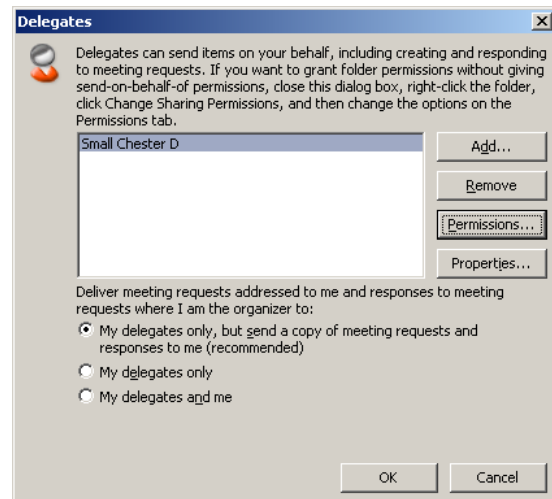
In the example above, the delegate will also serve as an Editor who can read, create and modify tasks.

The same permissions can be applied to other folders if needed.

Before clicking OK, it's a good idea to check the box to send the delegate a message which summarizes the permissions.

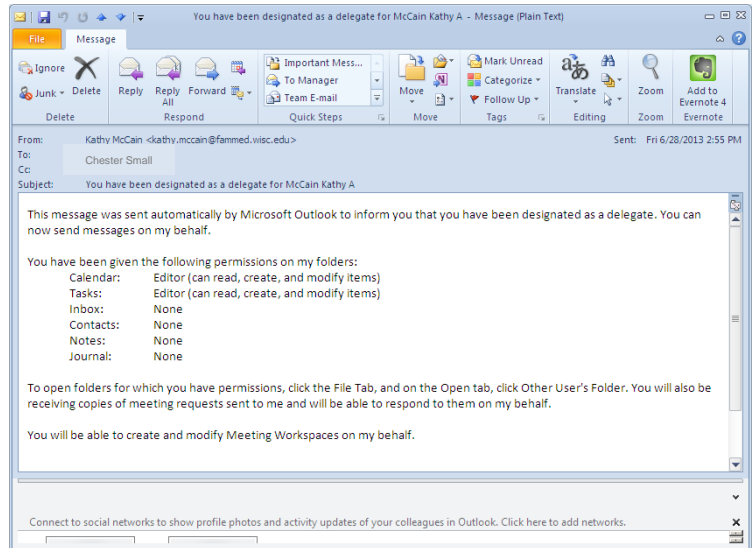


Finally, there are few options related to how meeting requests are handled. The recommended choice is have meeting requests and responses to meeting requests delivered only to the delegate, with copies delivered to the person assigning the delegate.



After clicking OK, Chester, the delegate, receives an e-mail message informing him of the permissions granted by Kathy.

From Chester's perspective ... he has the proper permissions.... but first needs to open Kathy's calendar.

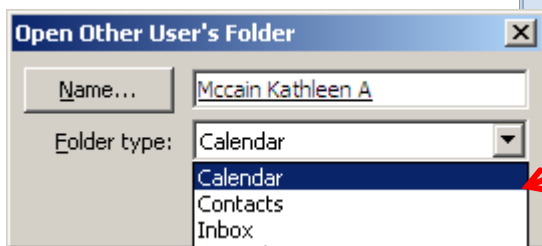
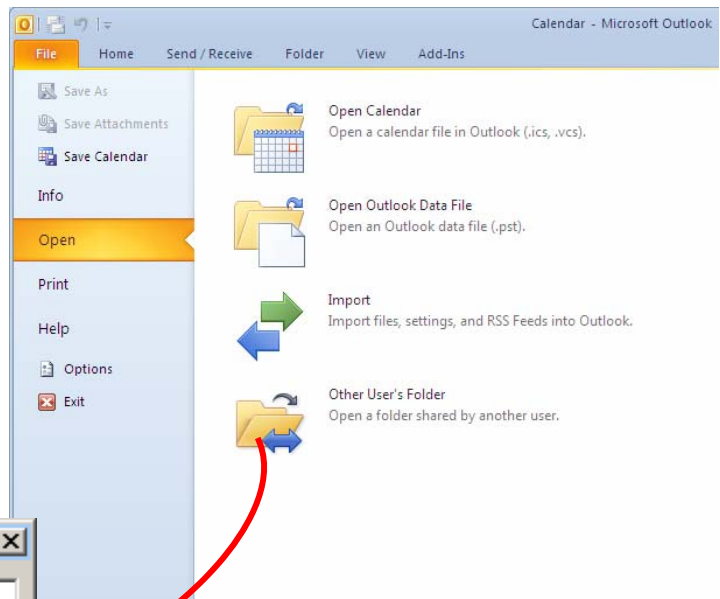


From the File tab, Chester clicks Open

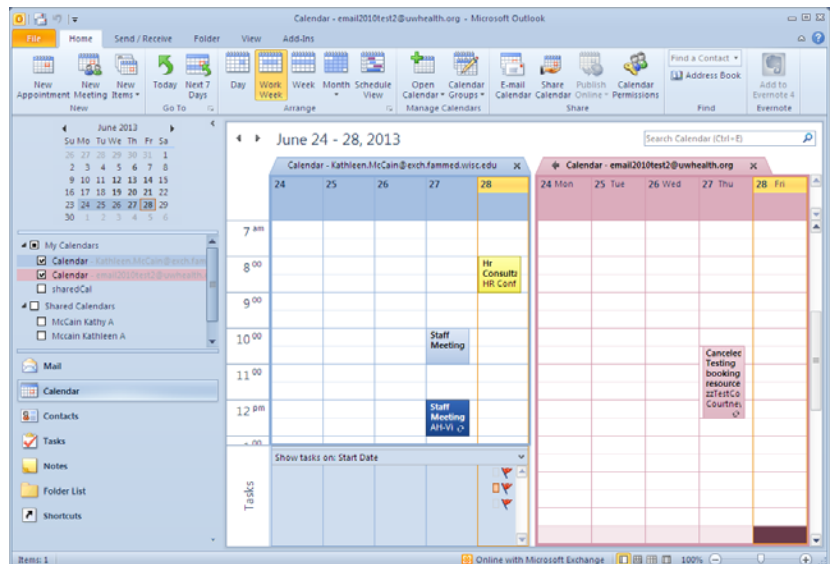
then Other User's Folder

and types Kathy's name

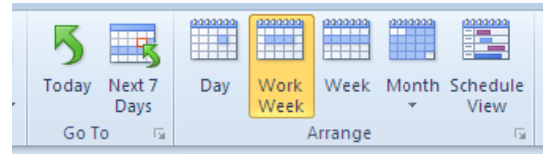
In the Folder Type list, he selects Calendar ... then clicks OK



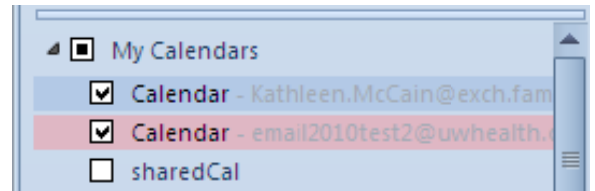
Now Kathy's calendar is opened in a side-by-side view with his own.



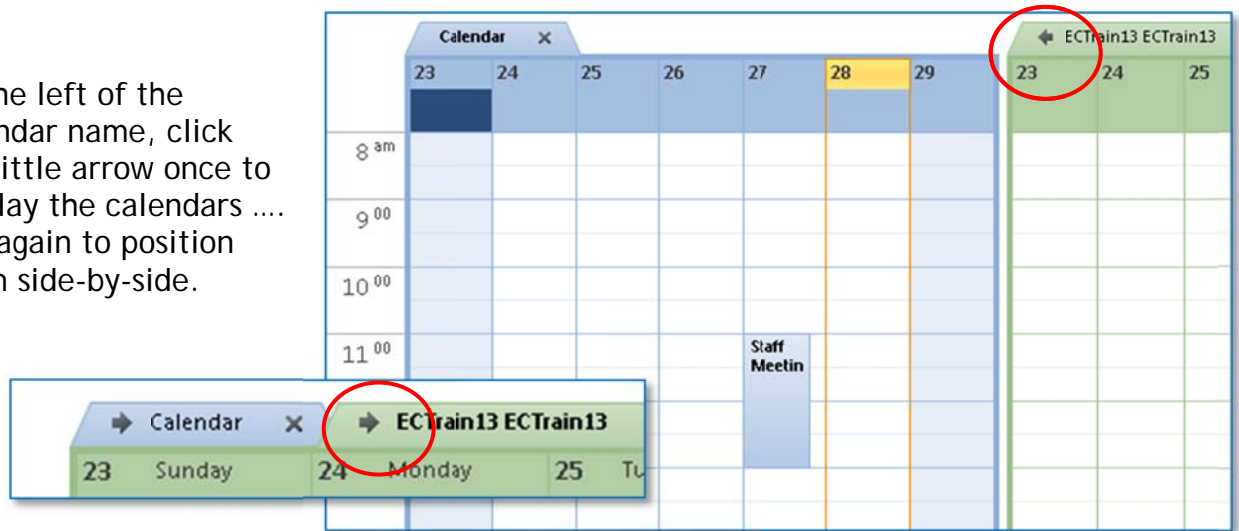
The buttons in the Arrange group of the Ribbon make it easy to view the calendars in different ways such as by the week or month.



The individual calendars are listed in the Navigation Pane and can be toggled on and off to make more room ... or combined.



To the left of the calendar name, click the little arrow once to overlay the calendars and again to position them side-by-side.



And remember Chester, as the delegate, will now receive all meeting requests for Kathy ... and can respond on her behalf.