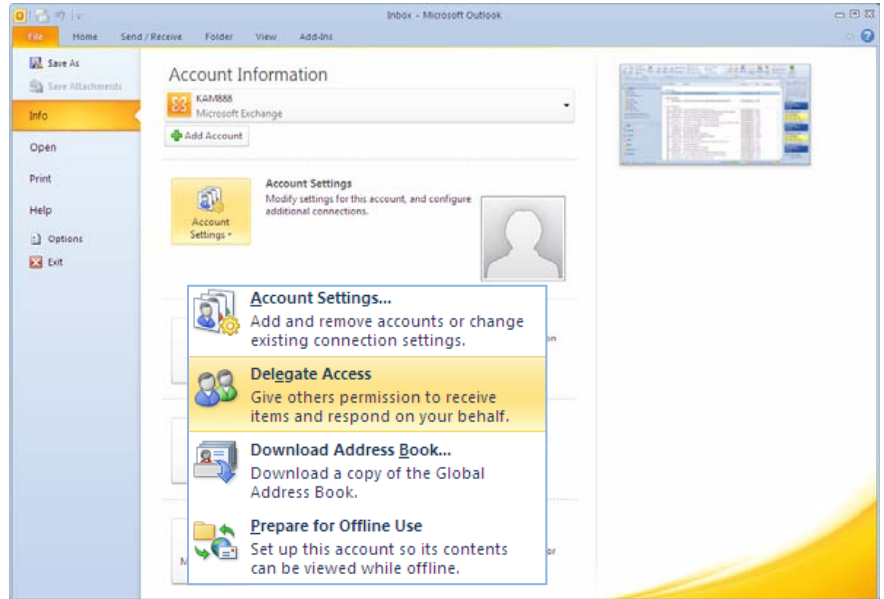


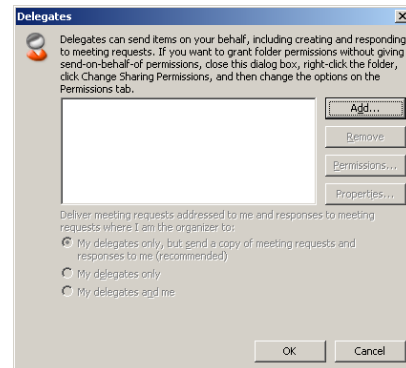
E-Mail Delegate

An e-mail delegate is a person who acts on behalf of another to manage his or her e-mail activities, including reading, sending and replying to e-mail messages.

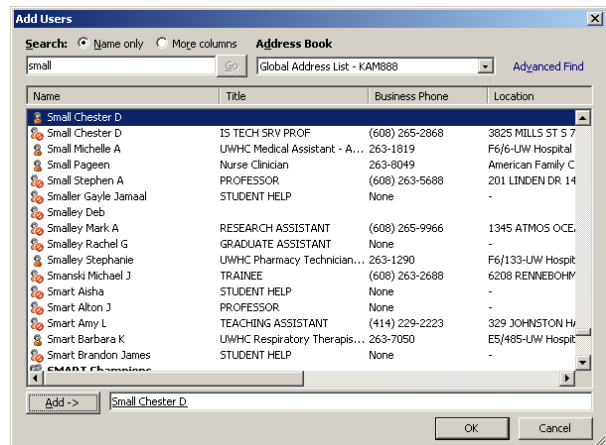
On the computer of the person creating the delegate, click the File tab, look on the Info screen, under Account Settings ... and Delegate Access.



The first step is to click Add ...



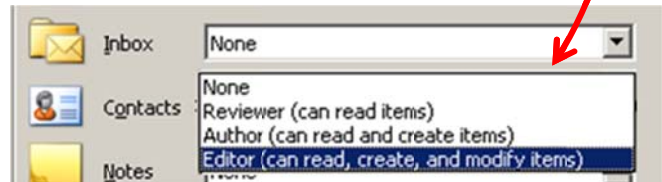
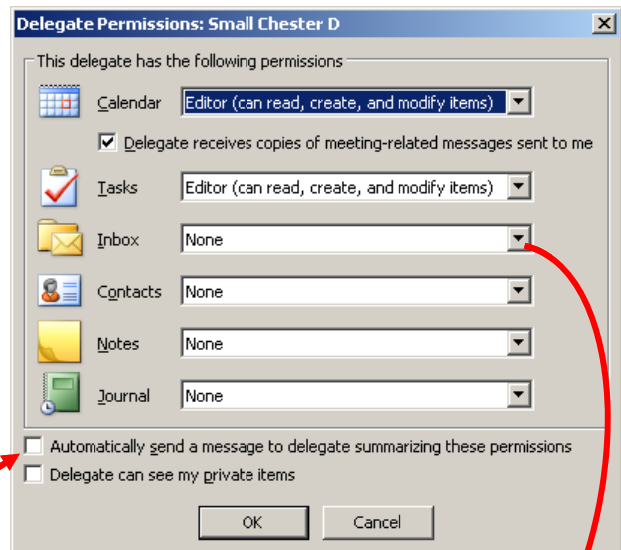
From the address book, select the person who will act as the delegate.



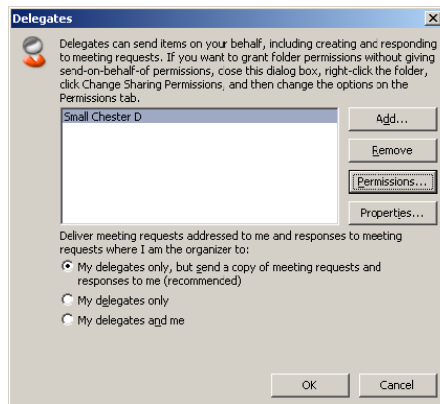
Click the down arrow next to Inbox and choose which permissions you wish to grant.

If you wish your delegate to be able to send messages from your inbox, grant Editor rights.

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

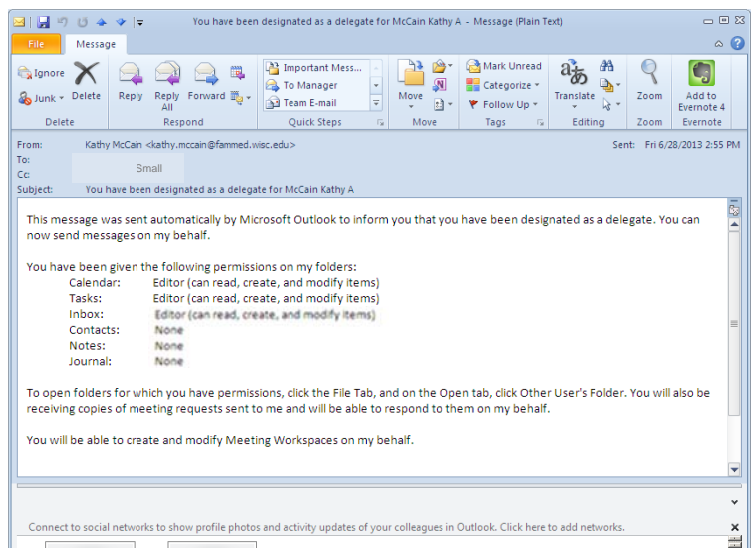


Click OK



After clicking OK your delegate receives an e-mail message informing him of the permissions you granted.

Your delegate has the proper permissions, but will first need to open your InBox.

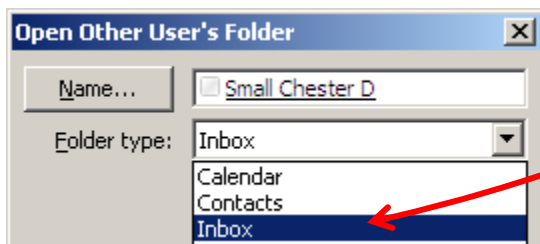
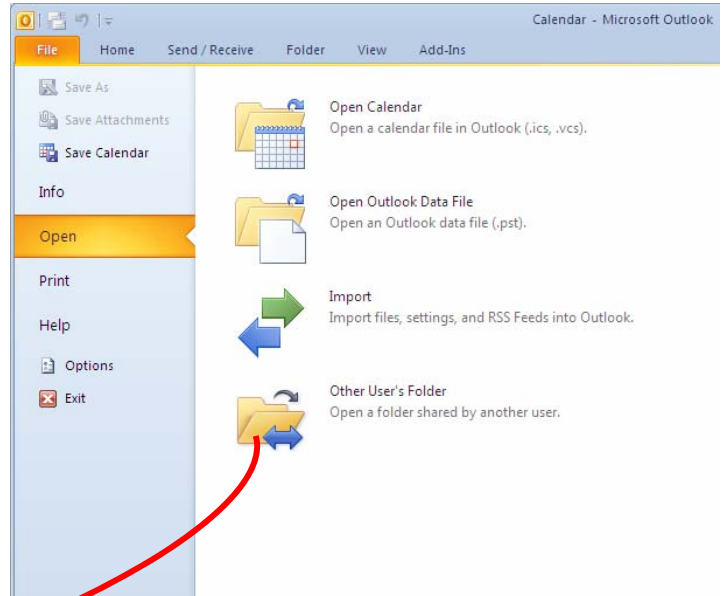


From the File tab, your delegate needs to click Open

then Other User's Folder

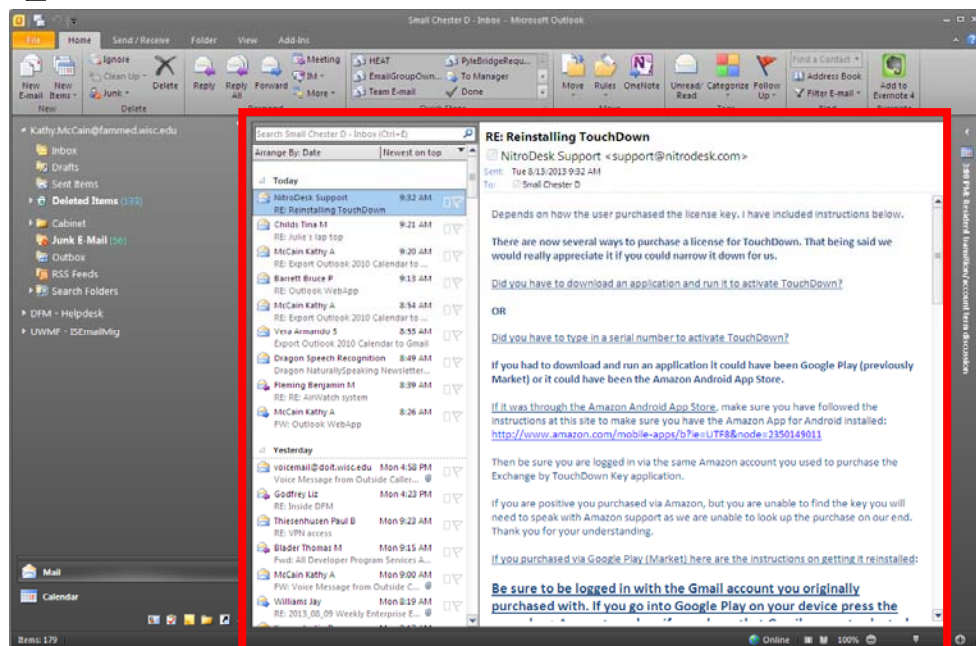
and types your name

In the Folder Type list, select Inbox ... then clicks OK



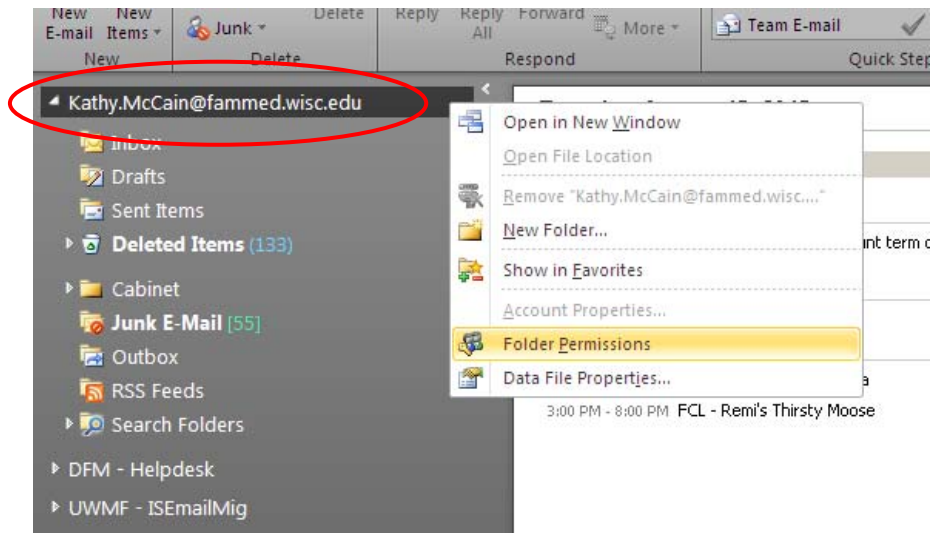
Now your Inbox is opened in your delegate's Outlook account

While this is OK, it isn't the easiest way to work. Each time your delegate clicks on a folder in their own Outlook account, or a button on the ribbon, they are brought back to their own Inbox. To regain access of your inbox, they will need to follow the steps above again.



An easier way is to allow your delegate to manage your Inbox from their own Outlook account. To do so, more permissions need to be set.

From the main Outlook window, right-click on your email address and choose Folder Permissions.

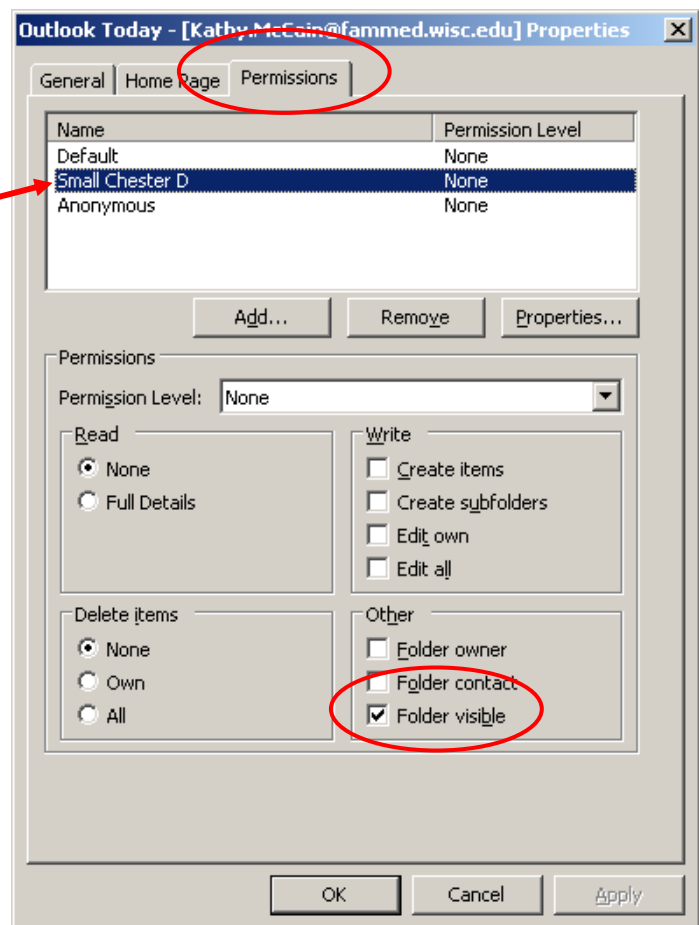


Click the Permissions tab

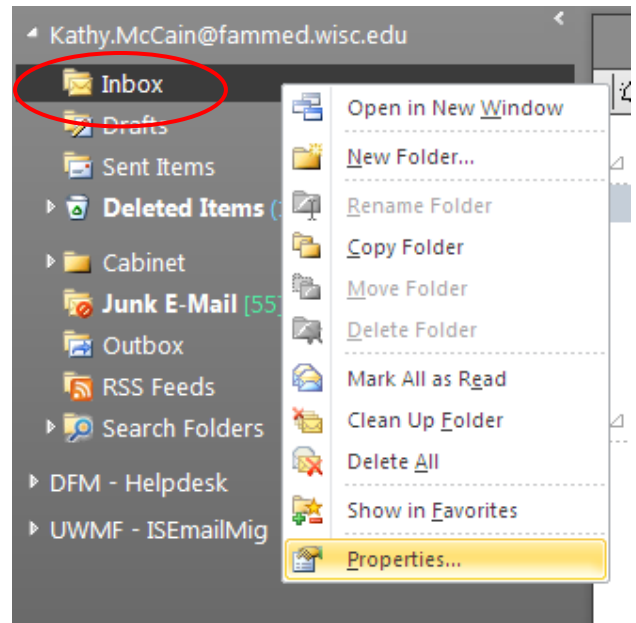
Add your delegate

Check Folder visible

Click OK



Right-click on your Inbox and select Properties



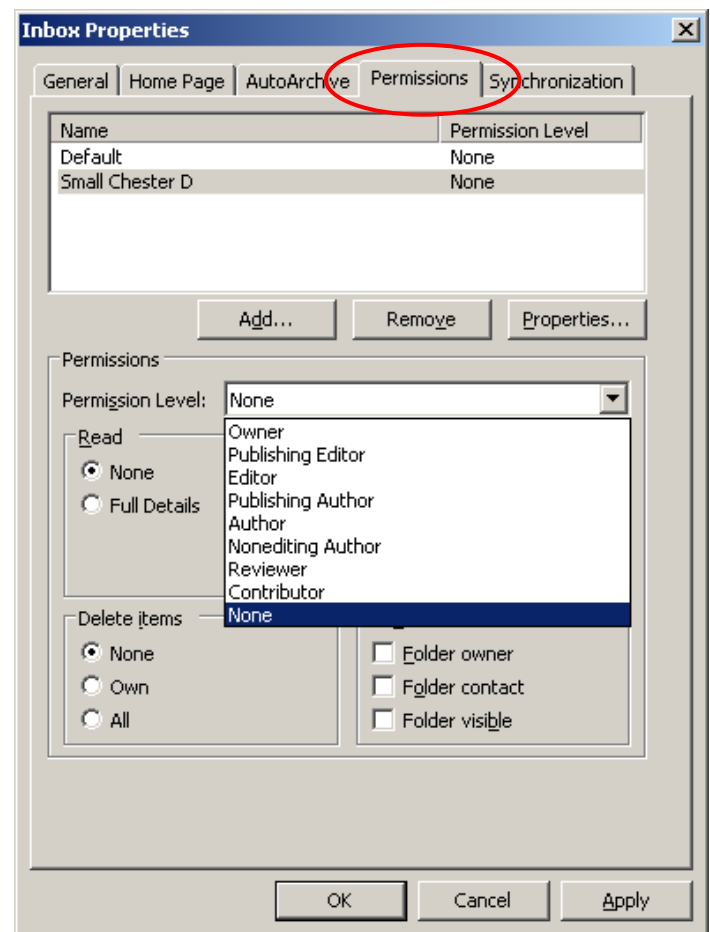
Click the Permissions tab

Add your delegate

Grant your delegate the "Editor" Permission Level - your delegate will be able to send messages for you that will say:

"sent by *delegate name* on behalf of *your name*"

Click OK



Note:

It is in violation of UWHealth's email policy to grant "Owner" permission to your delegate.

Repeat for all items in your mailbox that you want your delegate to be able to view and manage

Special note about the Cabinet:

You will need to grant rights on each folder in your Cabinet individually.

If you have ten folders in your Cabinet, you will need to grant rights ten times - once for each folder.

