

## SET DELEGATE PERMISSIONS & ADD A MAILBOX IN OUTLOOK 2016 – FOR MACINTOSH

### Owner of the Account--Set up Delegate Permissions:

1. Log onto the computer with the account to which you want others to have access.
2. Open Outlook (Outlook will automatically configure itself if you've never set up Outlook before).
3. Click on the Tools tab.
4. Click on the Accounts icon.
5. Click on the Advanced button in the bottom right corner of the screen.
6. Click on the Delegates tab to give others access to receive items and respond on your behalf.
7. Click + to Add.
8. Type in the name of the user in the search box (last name, first name) - Select the correct name in the results.
9. Click Add. or if the right name is already in the Add box, click OK. - You can add multiple users at the same time.
10. Set the level of permission you want the user or users to have; Editor has the ability to read, reply and make changes to the mailbox or calendar. Be sure you set these levels for both calendar and mailbox. Author can read and reply only.
11. Click OK Twice.

### Owner of the Account--Set up Permissions to give others access to your mailbox:

1. Click on the Organize tab.
2. Click on Folder Permissions.
3. Click on the Permissions tab.
4. Click on the Add Users button.
5. In the Add Users window, find the name of the person you would like to give access and set permissions.
6. Select the name and click on the Add button and click OK.
7. Make sure permissions are set correctly. If not, select the name you just added and set the permission level to the correct setting.
8. Click OK again.

### To set up permissions for someone to have access to your Calendar:

- Click on the Calendar icon in the bottom left corner of the Outlook screen.
- Click on the Organize tab.
- Click on Calendar Permissions
- Repeat steps 4-8.

Once the Delegate has been added and permissions set, the Delegate user must do the following:

### Add This Mailbox to Your Outlook:

1. *Login under your account in Outlook.*
2. *Click on the Tools tab.*
3. *Click Accounts.*
4. *Select your UHCL email account.*
5. *Click Advanced.*
6. *Choose the Delegates tab.*
7. *Under Open these additional mailboxes, click the + symbol.*
8. *Search for the email address.*
9. *Click Add.*
10. *Click Ok.*