

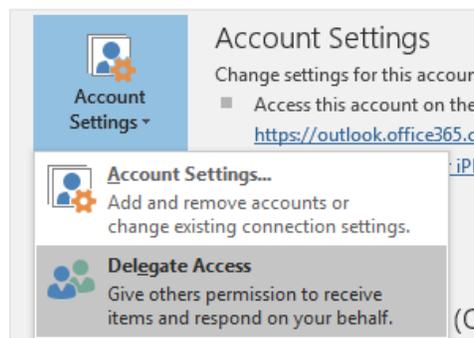
0365 EMAIL: ASSIGNING DELEGATES – WINDOWS

In O365, you can assign another person to receive, respond and manage your email, contacts & calendar entries on your behalf. This person is called a delegate. As the person granting permission, you determine the level of access that the delegate has to your folders. You can grant a delegate permission to read items in your folders or to read, create, change, and delete items. By default, when you add a delegate, the delegate has full access to your Calendar and Tasks folders. The delegate can also respond to meeting requests on your behalf. This guide will assume you are using Office 2016 on Windows.

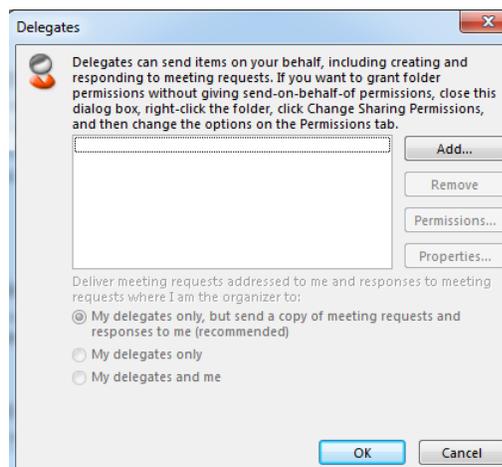
Assigning a Delegate

In the event you have multiple accounts configured in Outlook 2016, ensure you have your O365 account selected. Typically, email addresses are configured as **firstname.lastname@utoronto.ca**. By clicking on the **File** menu, you should see a dropdown box of configured accounts under **Account Information**.

After selecting the correct account, access the **File** menu and click on **Account Settings**, then **Delegate Access**.

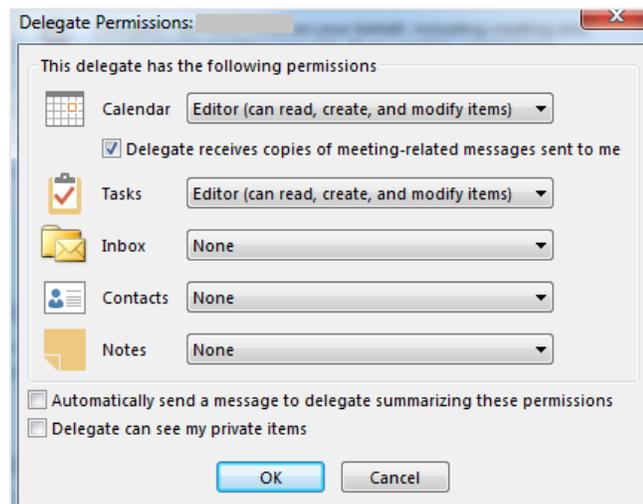


You should see a Delegates window spawn (shown below). Here you can click on the Add button to begin assigning a delegate to your O365 account.



In the case an individual has multiple entries, be sure to select their @utoronto.ca (O365) account listing.

Once selected, you'll be able to modify permissions for the user you selected. You can customize their specific levels of access in each of your mail accounts areas: Contacts, Inbox (email), Calendar, Tasks & Notes. You can mix up the permissions – for example, you can grant read access to your email, but full access to your calendar.



Also note that you can assign whether the individual can access private items. Click on the checkbox shown above to activate that option on a per-user basis.

Please note – there is another guide on how to adjust your calendar permissions. If you wish to only share calendar appointments with your colleagues, you can adjust your permissions separately. It's not necessary for you to assign an email delegate in this case.

If you are uncertain if this option is correct for you, please contact the Helpdesk for advice.