



Quick Reference Guide 3

Outlook 2011 for Mac

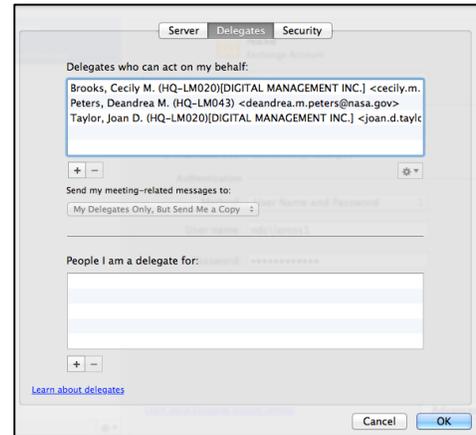
Delegation and Folder Sharing



Designating a Delegate

The Delegator

1. Click **Tools** menu | **Accounts** | **Advanced** | **Delegates**. In the **Delegates who can act on my behalf** list, click  the **Plus** sign in the bottom left corner. The Select User dialog box displays.
2. Type the user's name and click **Find**. Select the appropriate name and click **OK**. The Permissions dialog box opens.
3. Set the permissions. Select if desired "**Send permissions summary**" to the delegate.
4. Select if desired **Delegate can see my private items**.
5. Click **OK**.
6. Click the **Red X** to dismiss the **Preferences** dialog box.



*Before a delegate can access your items, he/she must add you to the **People I am a Delegate for** list in his/her Outlook account.*

The Delegate

1. Click **Tools** menu | **Accounts** | **Advanced** | **Delegates**.
2. Under **People I am a Delegate for**, click  the **Plus** sign in the bottom left corner. The Select User dialog box displays.
3. Type the user's name and click **Find**. Select the appropriate name and click **OK** to dismiss all boxes.

Send mail on behalf of

In a new e-mail message, click the **From** drop-down arrow and select the appropriate person's name.



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