Information Technology Services

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Community College District
Santa Ana College • Santiago Canyon College

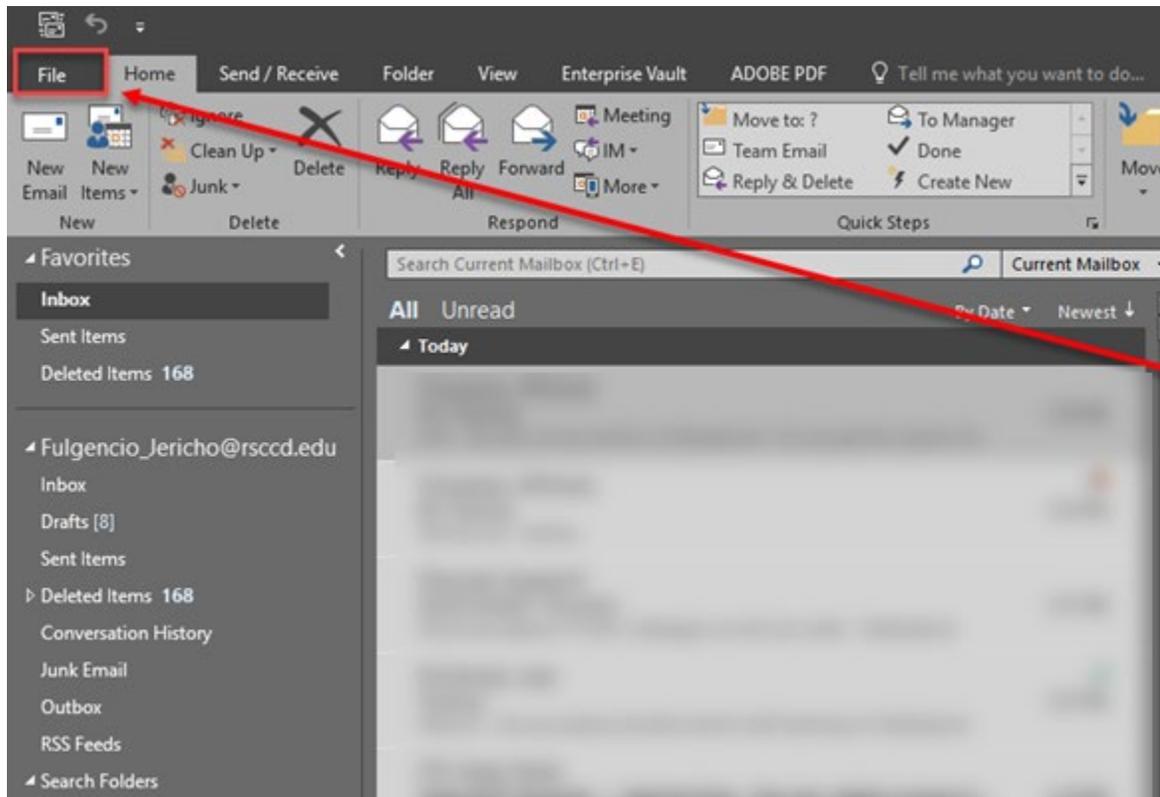**Issue**

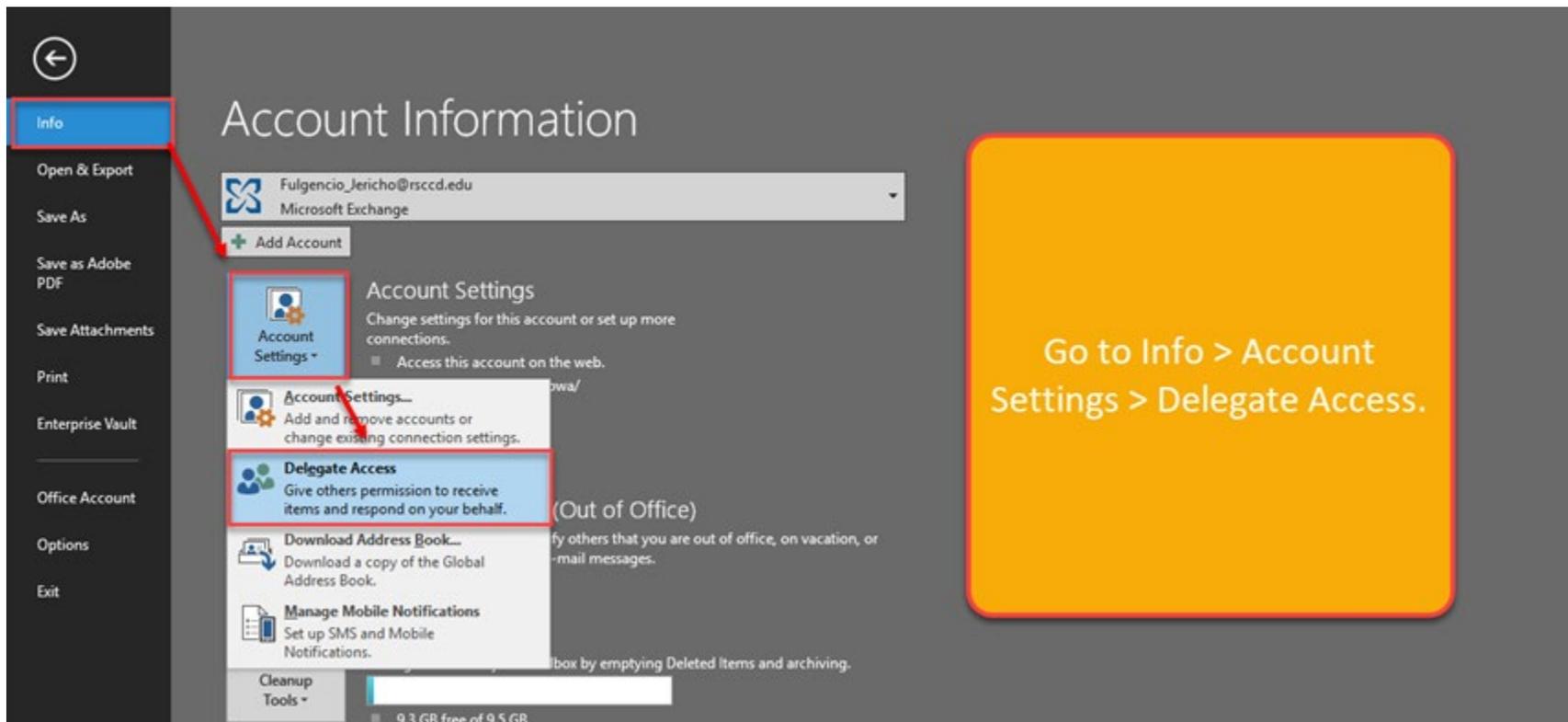How to grant another person access to your mailbox or calendar.

Step 1
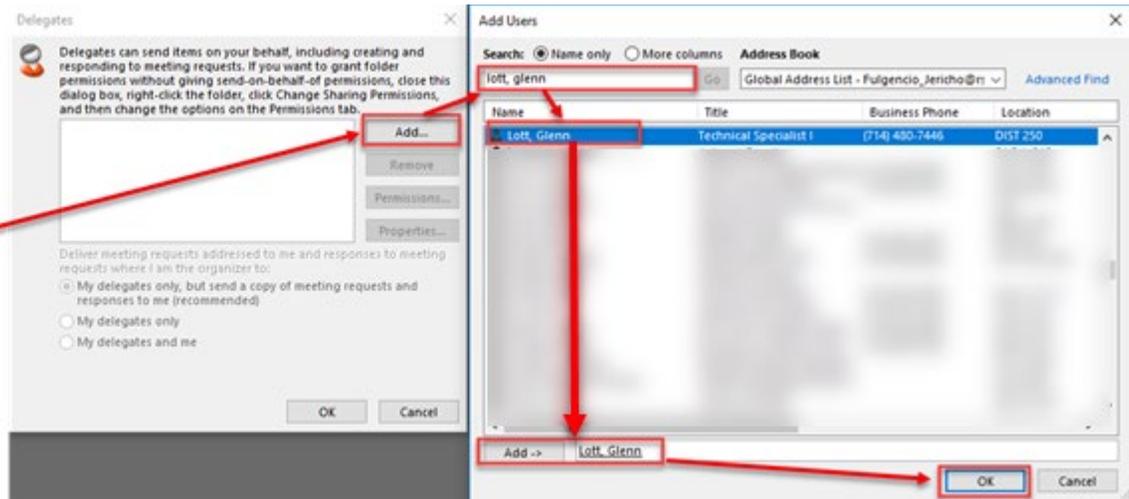
Open Outlook and go to File.

Step 2

Go to Info > Account Settings > Delegate Access.

Step 3

Click Add > search by user's name > double click the user's name so it appears in 'Add' textbox > click OK.

Step 4

Set the Inbox Permissions per your preference:

1. Reviewer (can read items)
2. Author (can read and create items)
3. Editor (can read, create and modify items)

Then click OK.

NOTE – You can also grant similar permissions for your Calendar, Tasks, Contacts and Notes, as well as permissions to view your private items.
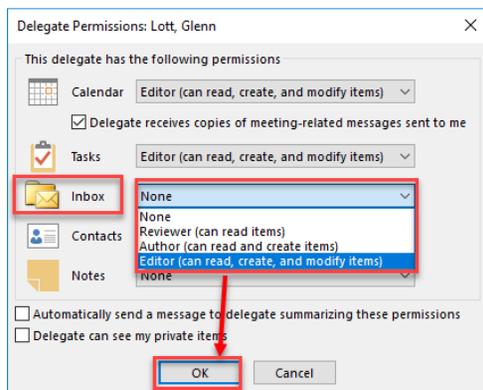
Set the Inbox permissions per your preference:

1. Reviewer (can read items)
2. Author (can read and create items)
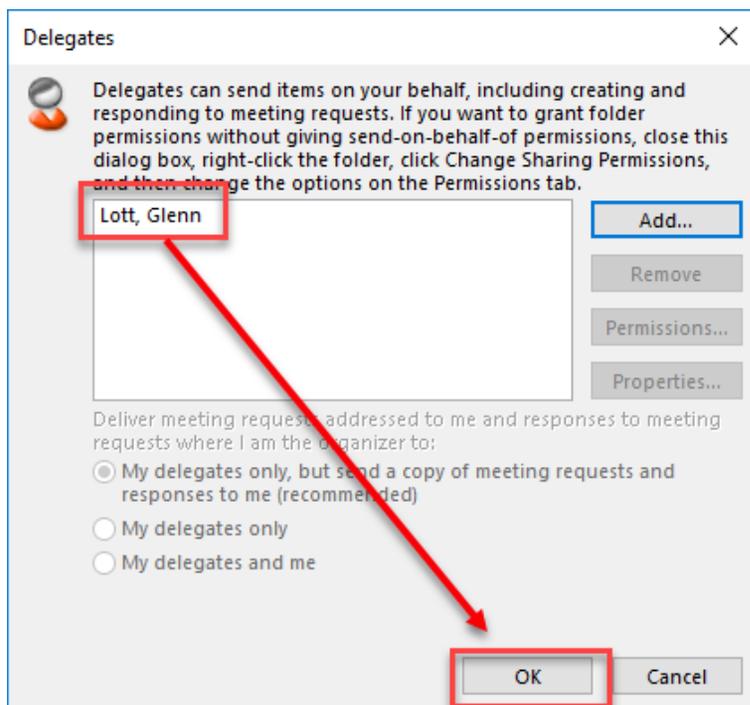3. Editor (can read, create and modify items

Then click OK.

NOTE -- You can also grant similar permissions for your Calendar, Tasks, Contacts and Notes, as well as permissions to view your private items.

Step 5

Check to see that the person you added appears on the Delegates list.

Then click OK to save your changes.

Check to see that the person you added appears on the Delegates list.
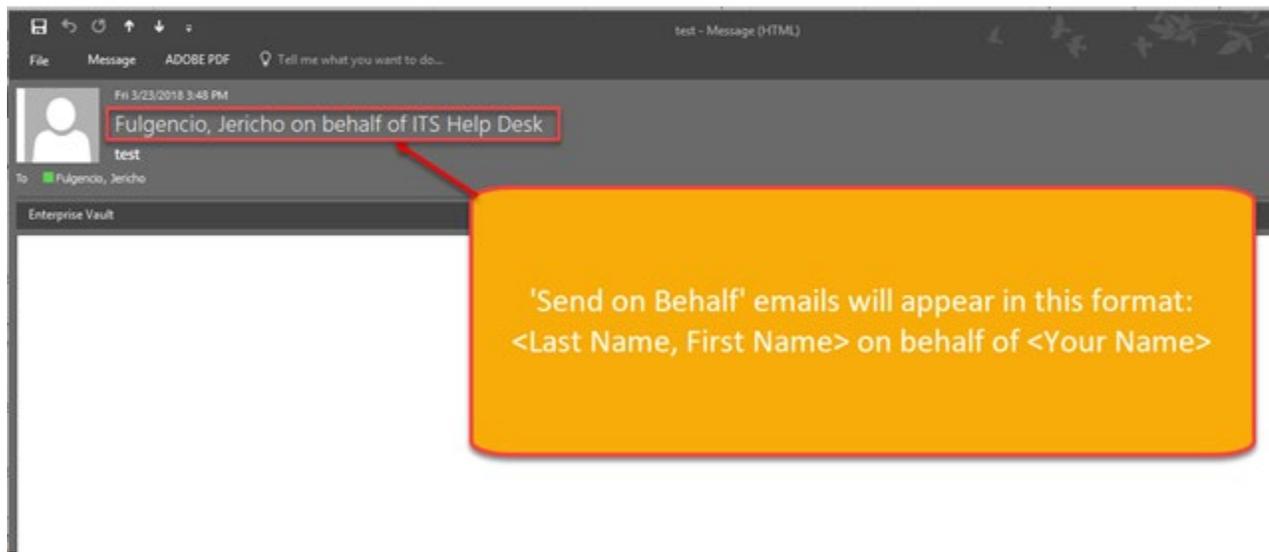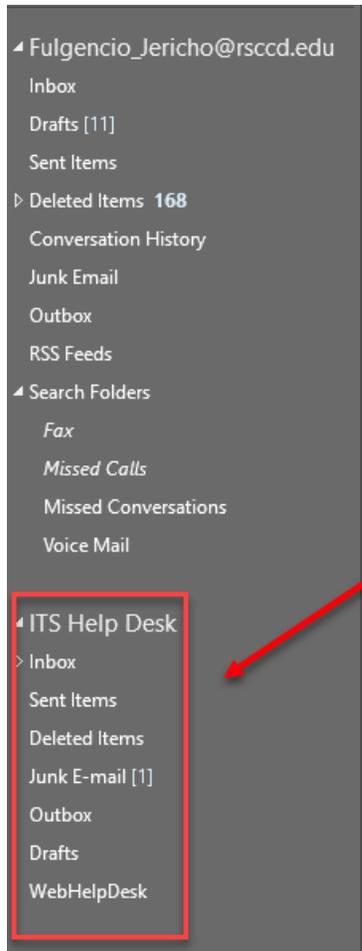
Then click OK to save your changes.

Step 7

Have the person you granted permissions to verify that they can access your mailbox from their own Outlook, and/or have them send a test email on your behalf.

'Send on Behalf' Emails will appear in this format: <Last Name, First Name> on behalf of <Your Name>.

Your mailbox will appear in the other person's Outlook as another mailbox they can access.

Fulgencio_Jericho@rsccd.edu
Inbox
Drafts [11]
Sent Items
Deleted Items 168
Conversation History
Junk Email
Outbox
RSS Feeds
Search Folders
    Fax
    Missed Calls
    Missed Conversations
    Voice Mail

ITS Help Desk
Inbox
Sent Items
Deleted Items
Junk E-mail [1]
Outbox
Drafts
WebHelpDesk

Your mailbox will appear in the other person's Outlook as another mailbox they can access.