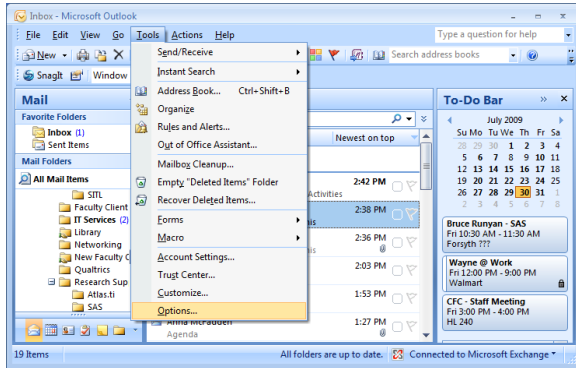
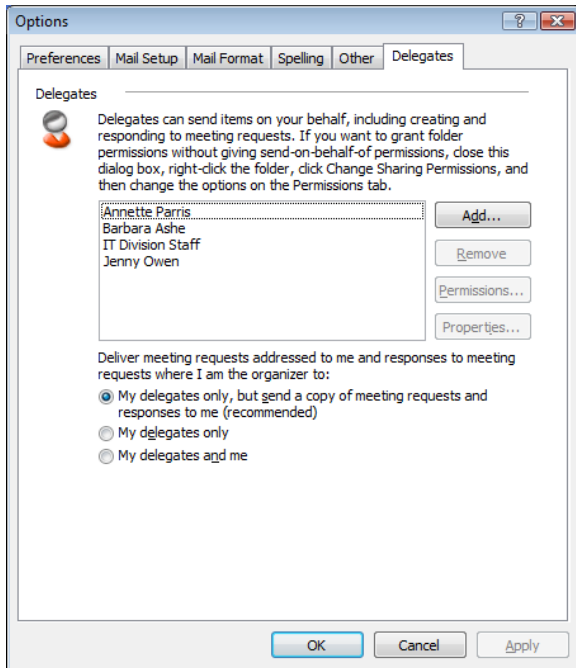


# How to Delegate Permissions in Microsoft Outlook 2007 (Windows)

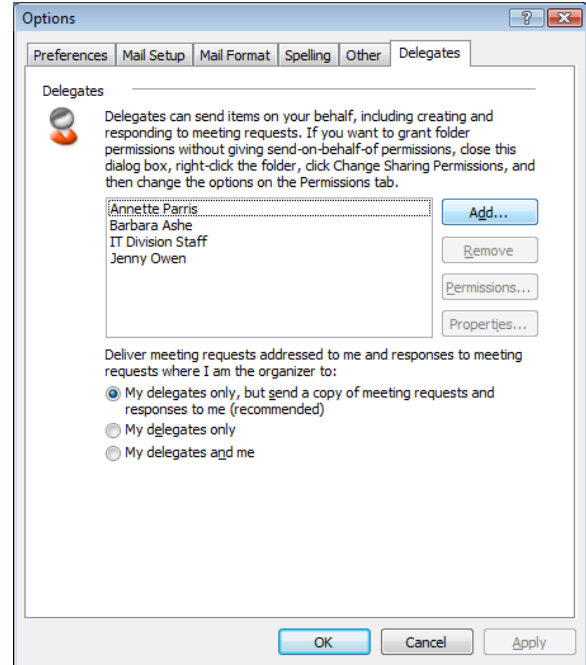
1. Open Microsoft Outlook
2. Select Options from the Tools menu.



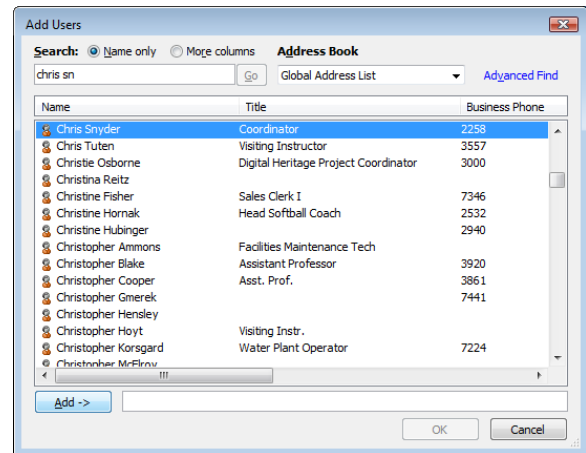
3. Select the Delegates tab at the far right.



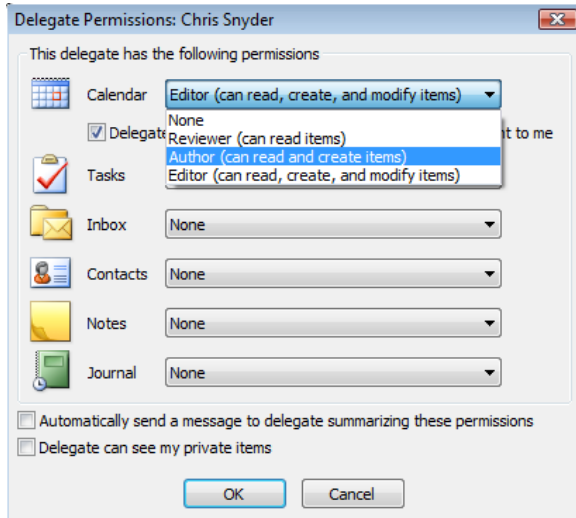
4. Click once on the "Add..." button.



5. Select the individuals you wish to give permissions to.
6. Click on the "Add->" button at the bottom for each individual.



- When you have selected everyone you need, click once on the OK button.



- For each of the areas within Outlook, select the permissions that are appropriate for the individuals you selected in the last step.
- Be sure that the check box "Delegate receives copies for meeting-related messages sent to me" is not checked.
- Check the box "Automatically send a message to delegate summarizing these permissions".
- If you wish the individual(s) you selected to be able to see your private items, please check the box "Delegate can see my private items".
- When you have completed setting the permissions, click once on the OK button

- Click once on the OK button for the Options window to complete the process.

