

# Outlook 2010

## Delegating Your Calendar

You may assign someone as a delegate if you need someone to receive and accept meeting related requests for you...or if you need someone to send messages on your behalf

Follow these steps.

Click on **File**, then **Account Settings** and then **Delegate Access**.

In the delegates window, click **Add** and select the user you wish to add as a delegate, click **OK**.

In the window that appears you can set permissions for the user. By default, Outlook gives delegates "Editor" permissions for the calendar.

## Other Permission Levels

**Author**- Create and read items.

**Reviewer**- Read items.

**None**- Grants no permissions.