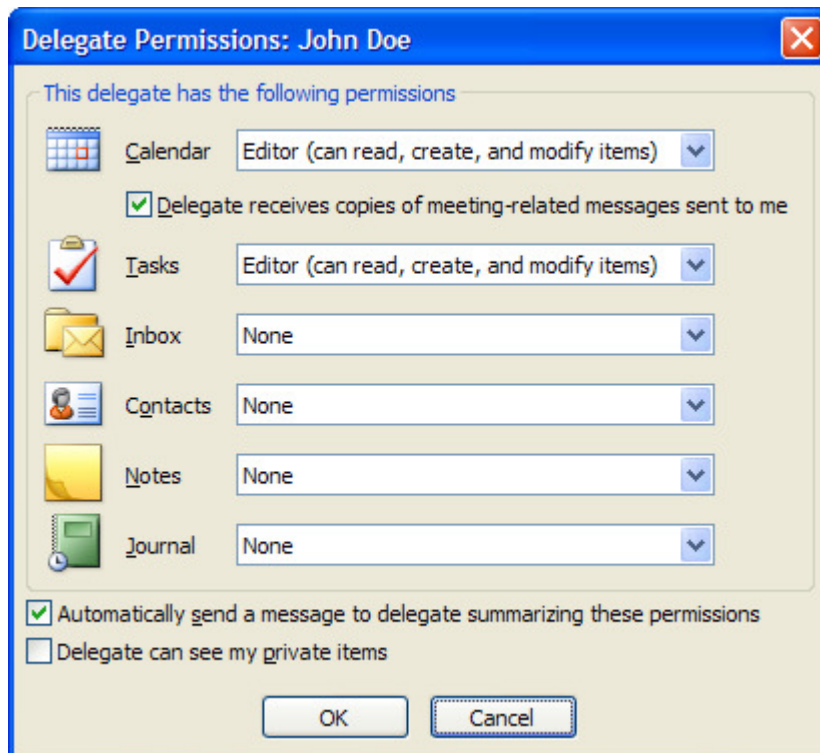


How-to: Delegate access (Calendar) to another user

1. Logon to Outlook.
2. Go to Tools > Options > Delegates tab.
3. Click Add.
4. Add the user to whom you would like to set as delegate and click OK.
5. On the "Delegate Permissions" window, set the permission accordingly.



6. On the same window, check the box "Automatically send a message to delegate summarizing these permissions".
7. Click OK when you have completed the permission setting.
8. Click OK again to complete the process.