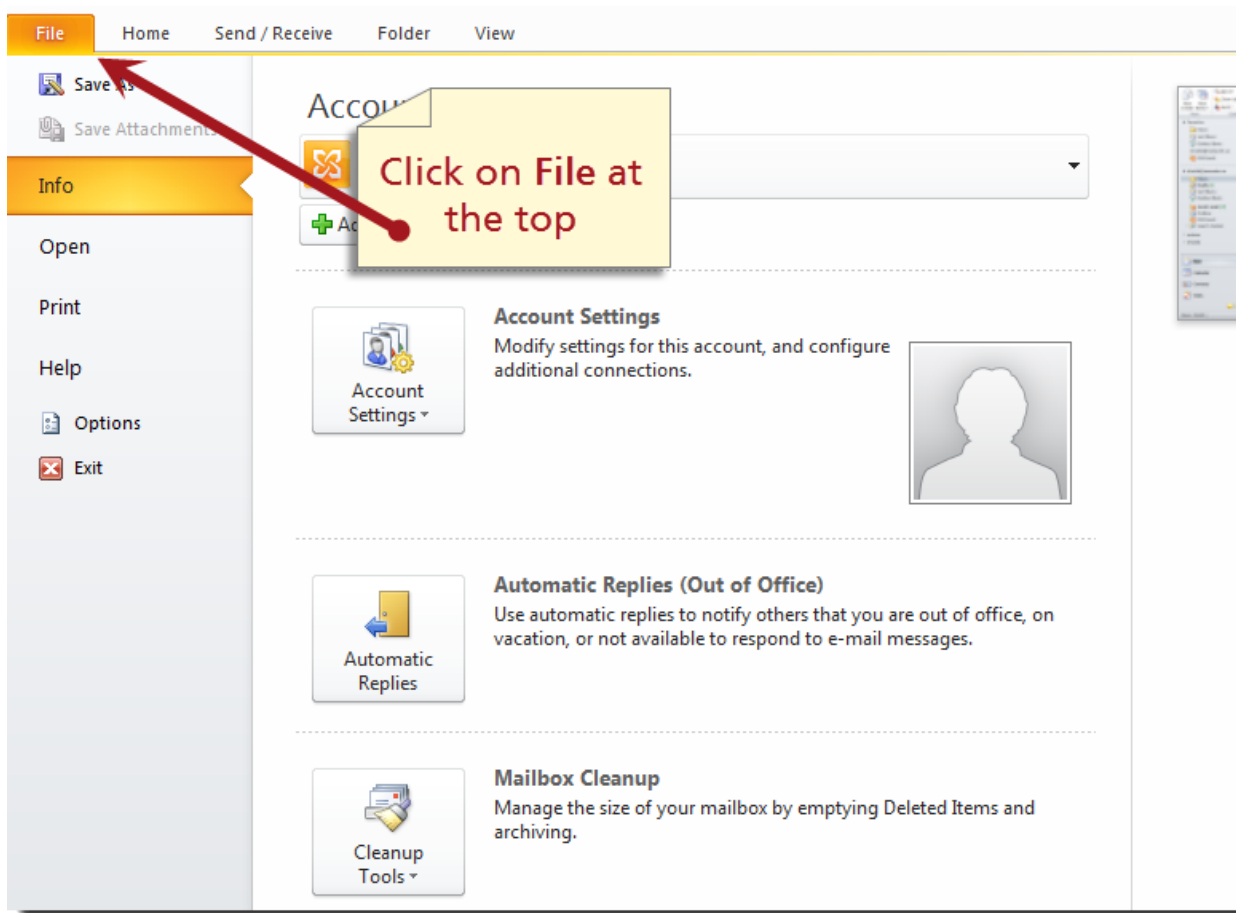


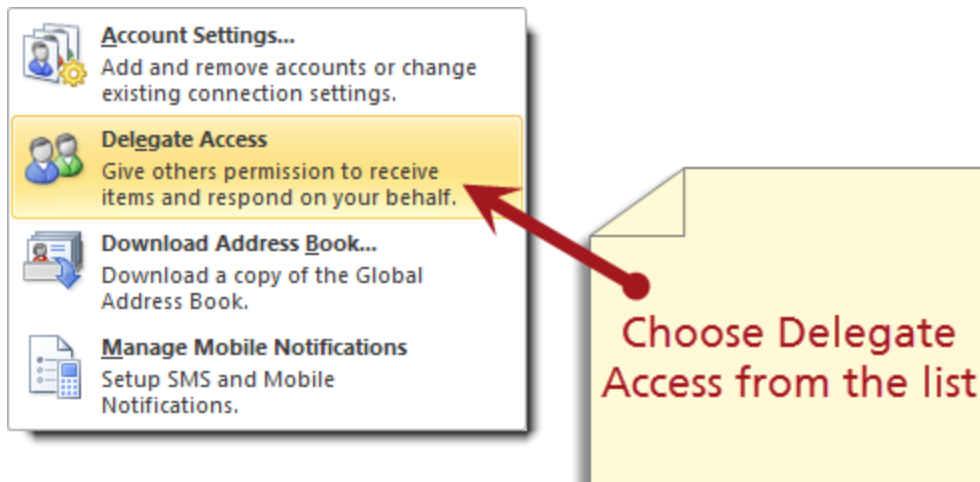
MacMail - How To Share Calendars and Delegate Access in Outlook 2010

Delegates can send items on your behalf, including creating and responding to meeting requests.

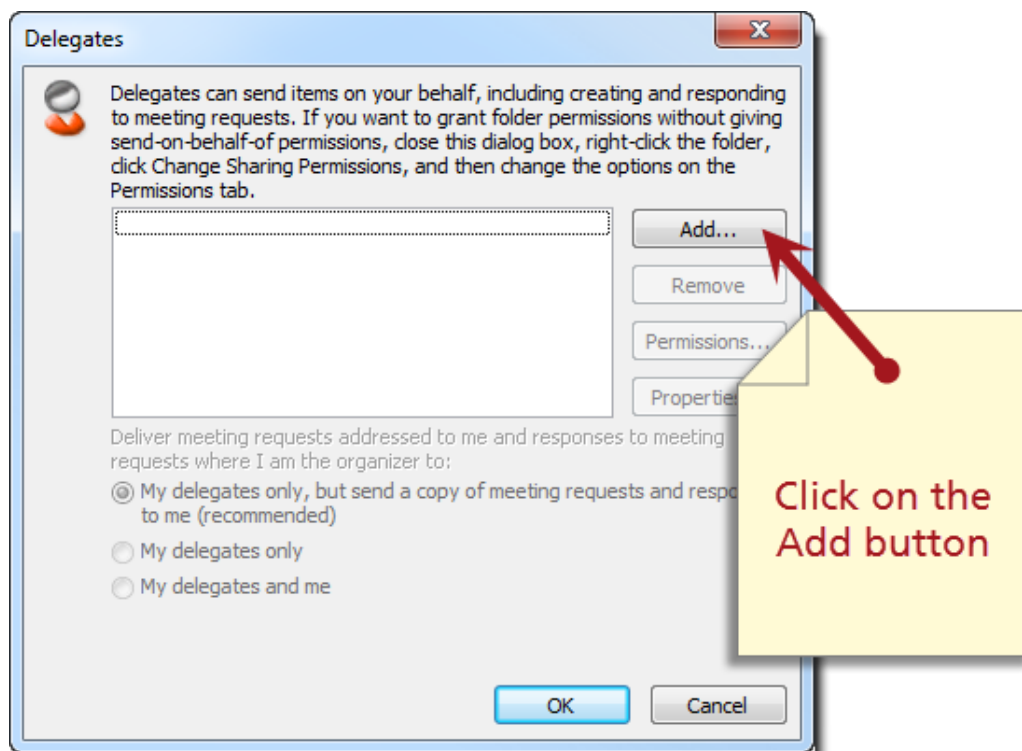
1. Click on **File** in the Menu bar.



2. Click on **Account Setting** and select **Delegate Access**.

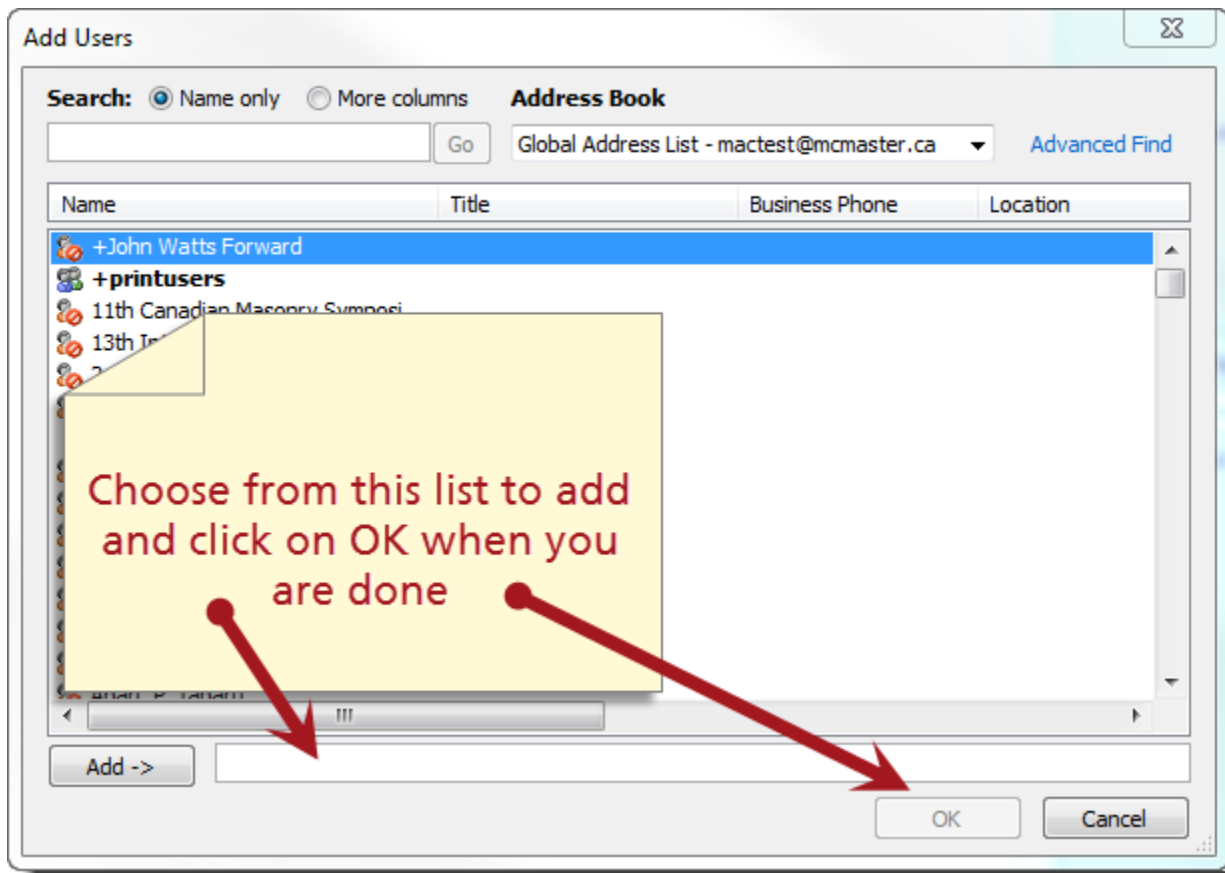


3. Click on **Add**.

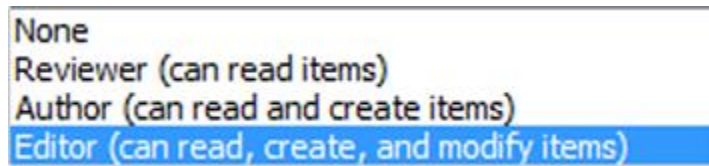


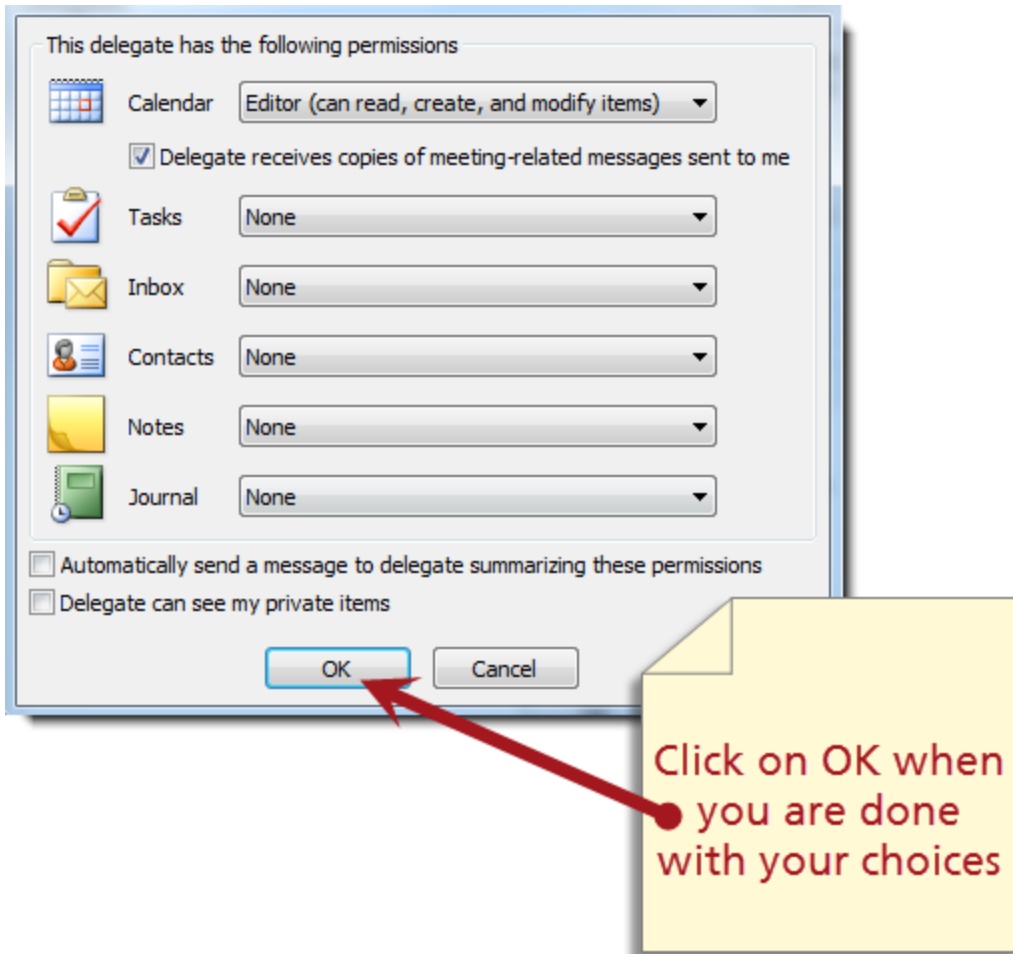
4. Search for accounts you want to grant access to your calendar. Click on the required account and then click on **Add**.

Click on **OK**.

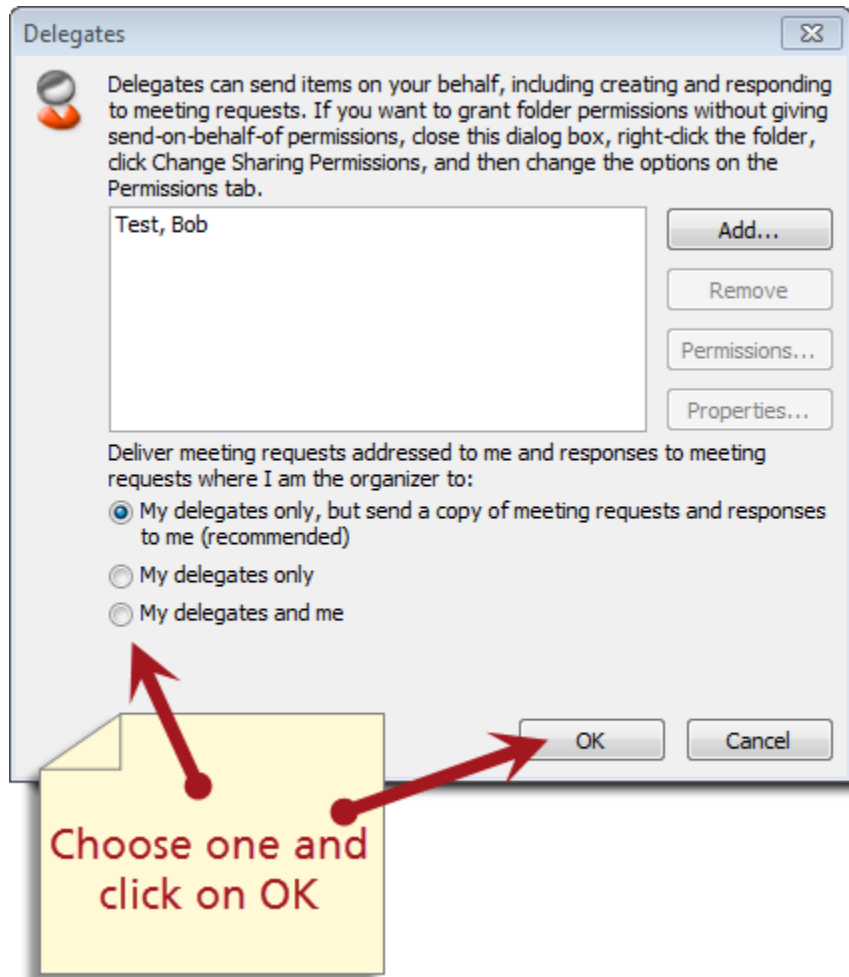


5. Click on the Calendar drop down list to select the appropriate access level.
Click on **OK**.





Select the appropriate meeting requests delivery option and click on **Ok**.



You can always return and add another delegate or remove permissions and delegates by using this window.

