

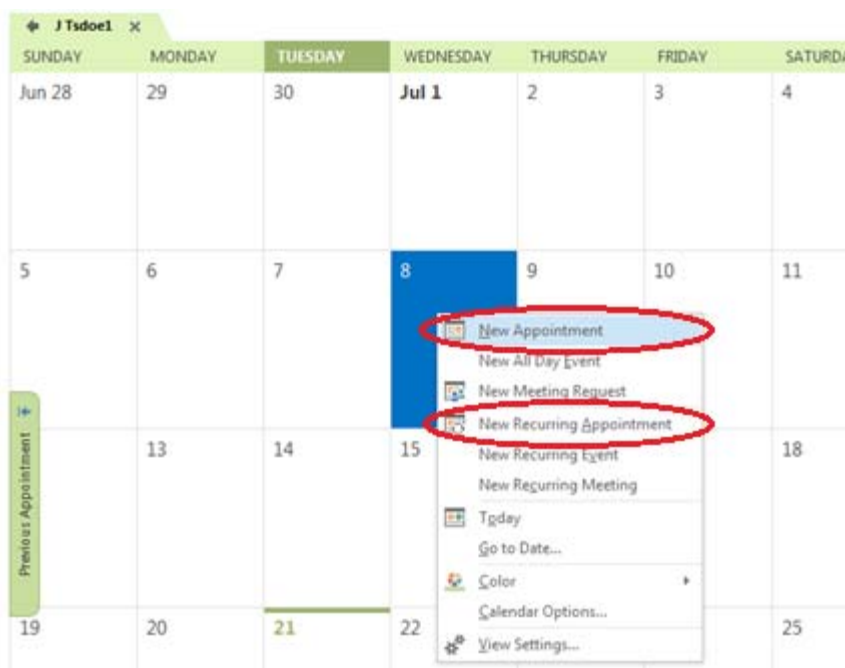
User Guide: Calendar - Scheduling an Appointment as Delegate in Outlook 2010/2013

You must have delegate access granted to you by the account owner before you can schedule appointments as a delegate. This document assumes you have added the delegator's account to your outlook calendar.

1. Open Outlook and click on **Calendar**



2. Right click on **Date** and select **New Appointment**



1. Enter the required information:
 - a. Enter a **Subject** under Subject
 - b. **Location** under location
 - c. Select **Start Time**'s Date and Time
 - d. Select **End Time**'s Date and Time
 - e. Enter a **description** of the event.
2. Click on **Save & Close**

