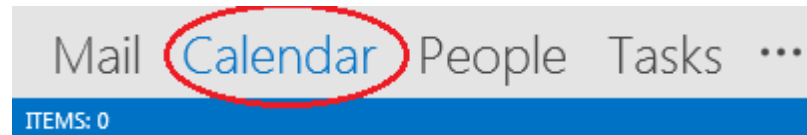


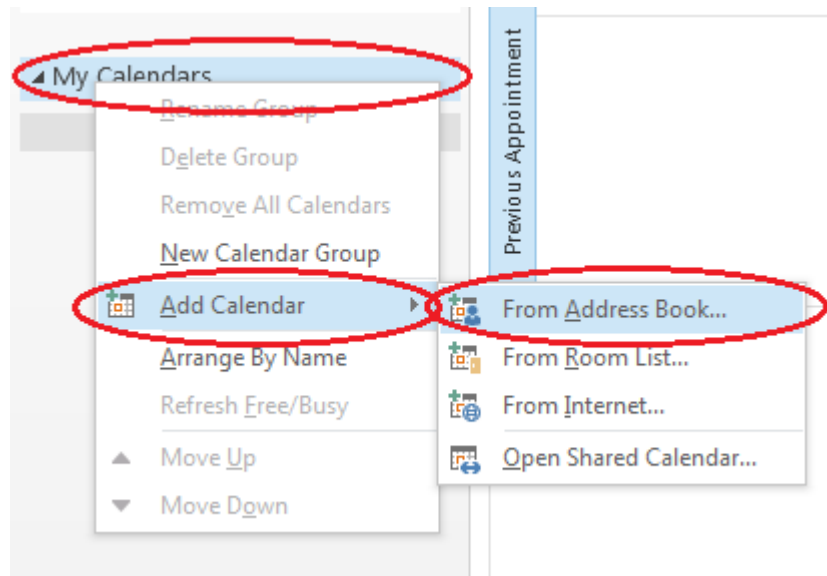
User Guide: Calendar – Adding a Calendar as a Delegate in Outlook 2010/2013

You must have delegate access granted to you by the account owner before you can schedule appointments as a delegate.

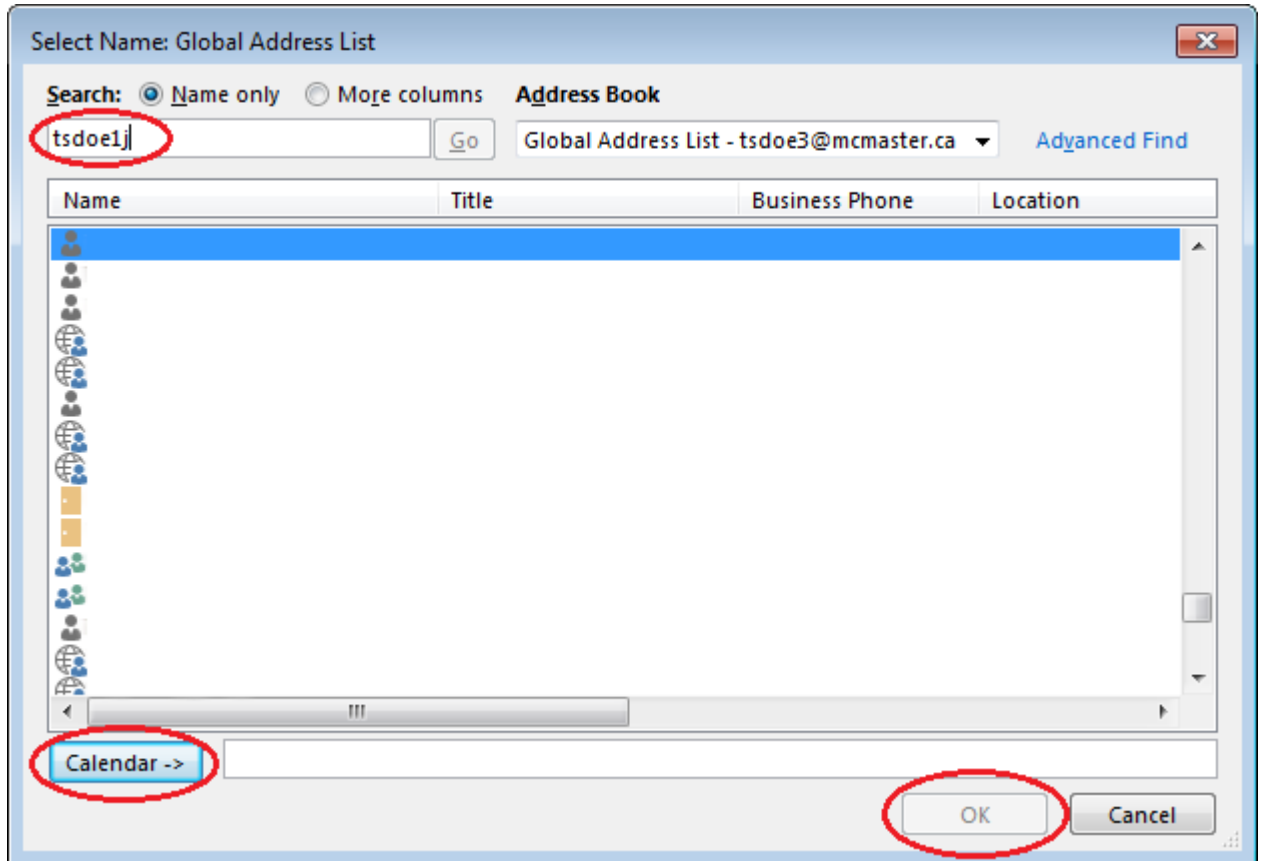
1. Open Outlook and click on **Calendar**



2. Right Click on **My Calendar**
3. Select **Add Calendar**
4. Click on **From Address Book...**



6. In the **Global Address List**
 - a. enter the delegator's **Email Address**
 - b. Click on **Go**
 - c. With their name selected (Blue Line) click on **Calendar ->**
7. Click on **OK**



8. Ensure there is a **checkmark** next to the delegator's name

