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**