User Guide: Calendar – Adding a Calendar as a Delegate in Outlook 2011

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

1. Open Outlook
2. Click on Calendar

3. Under the Home ribbon, click on Open Calendar

4. Click on the button to open the Global Address List
6. In the **Global Address List**
   a. Enter the delegator’s **Email Address**
   b. Click on **Find**
   c. Select the **Name** (Blue Line)

7. Click on **OK**

8. The delegator’s **Name** should now be showing. Click on **OK**
9. Ensure there is checkmark next to the delegator’s name in **Shared Calendars**