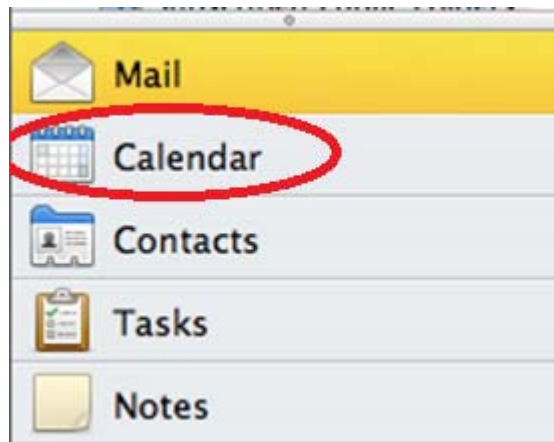


User Guide: Calendar – Adding a Calendar as a Delegate in Outlook 2011

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

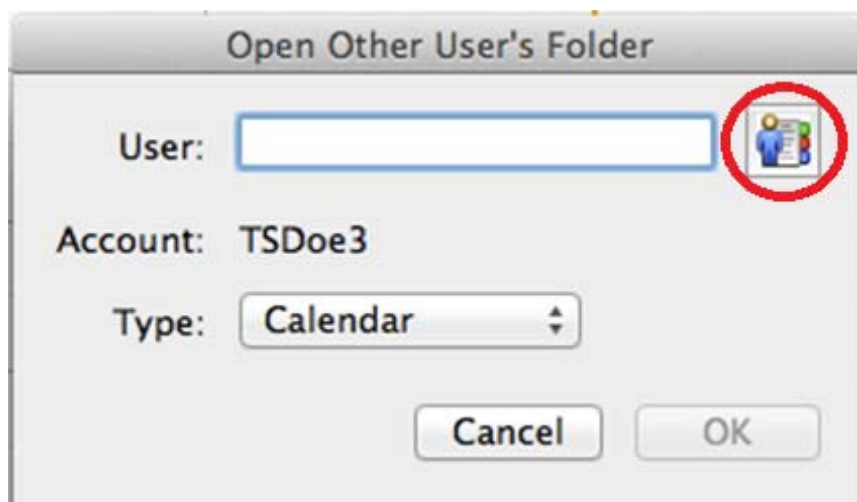
1. Open **Outlook**
2. Click on **Calendar**



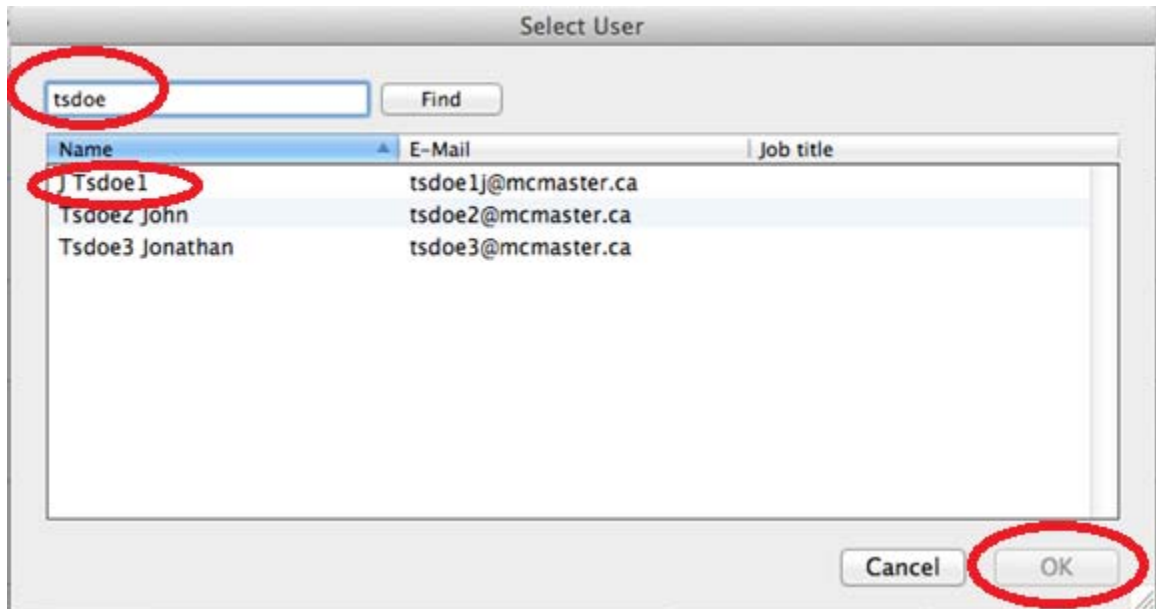
3. Under the **Home** ribbon, click on **Open Calendar**



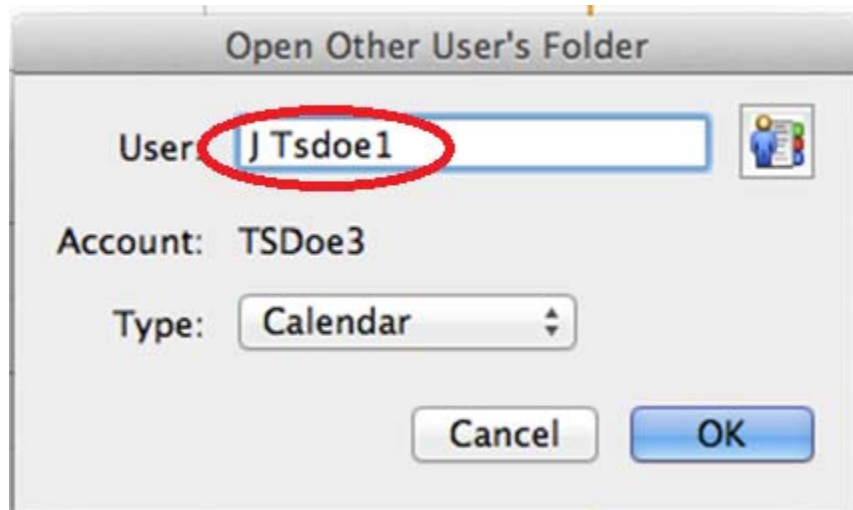
4. Click on the button to open the **Global Address List**



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**

