

Setting up Delegates in Outlook

When sending a message on behalf of others, use MS Outlook to manage the message exchange more efficiently. Setting this up involves two steps—the first from the person on whose behalf the message is being sent, and the second from the person actually sending the message (i.e., the “delegate”):

First, the person on whose behalf the message is being sent identifies a delegate:

1. In Outlook, on the **Tools** menu, click **Options**.
2. Click the **Delegates** tab, and thenIf you don't see the **Delegates** tab in the **Options** dialog box, you need to install the add-in to use the Delegate Access feature.
 1. On the **Tools** menu, click **Options**.
 2. Click the **Other** tab.
 3. Click **Advanced Options**, and then click **Add-In Manager**.
 4. Select the **Delegate Access** check box, and then click **OK**.

If you don't see the **Delegate Access** check box, do the following:

1. Click **Install**, and then click the **Dlgsetp.ecf** file.
2. Close and reopen the **Options** dialog box.
click **Add**.
3. Type the name for your delegate or select it from the **Name** list.
4. Under **Add Users**, click **Add**, and then click **OK**.

The **Delegate Permissions** dialog box should appear. In order for the delegate to send messages on your behalf, select the “reviewer” option in the Inbox drop-down menu. Click **OK**.

Now the “delegate” can send the message:

1. On the **File** menu, point to **New**, and then click **Mail Message**.
2. In the **From** box, type the name of the person you are sending on behalf of. If you leave the box blank, the message is sent from you.