Outlook Delegations

These notes are for sharing Contacts, Calendars etc between staff. The example outlined is for Contacts but the same applies for all Outlook Items

Delegations

The “Owner” of the Contacts can give delegation, or permission, for others to access their folders, which includes the Contacts, allowing others to read and add items.

They can only delete items they have created.

**Do not use** either of the following options to give permissions:
- Share My Contacts
- Right mouse clicking on a folder and choosing Sharing

Assigning delegations/permissions

- From the **Tools** menu, choose **Options**
- With the **Delegations** tab selected, click the **Add** button
- Locate the person you wish to share with from your address lists
- Click the **Add** button, then click **OK**
- From the dropdown lists, choose the folder/s and level of access allowed.
- Click **OK**
- Click **Apply** then **OK**

Removing delegations/permissions

- From the **Tools** menu, choose **Options**
- With the **Delegations** tab selected
- Select the delegate’s name you wish to remove
- Click the **Remove** button
- Click **OK**

To access the Shared Contacts

- Open the **Contacts** folder.
- Click the, **Open Shared Contacts**, link.
- Press the **Name** button.
- Locate and select the person who is sharing the Contacts in the **Global Address List**.
- Click **OK** and **OK** again and their list should appear as a link in the Navigation pane.