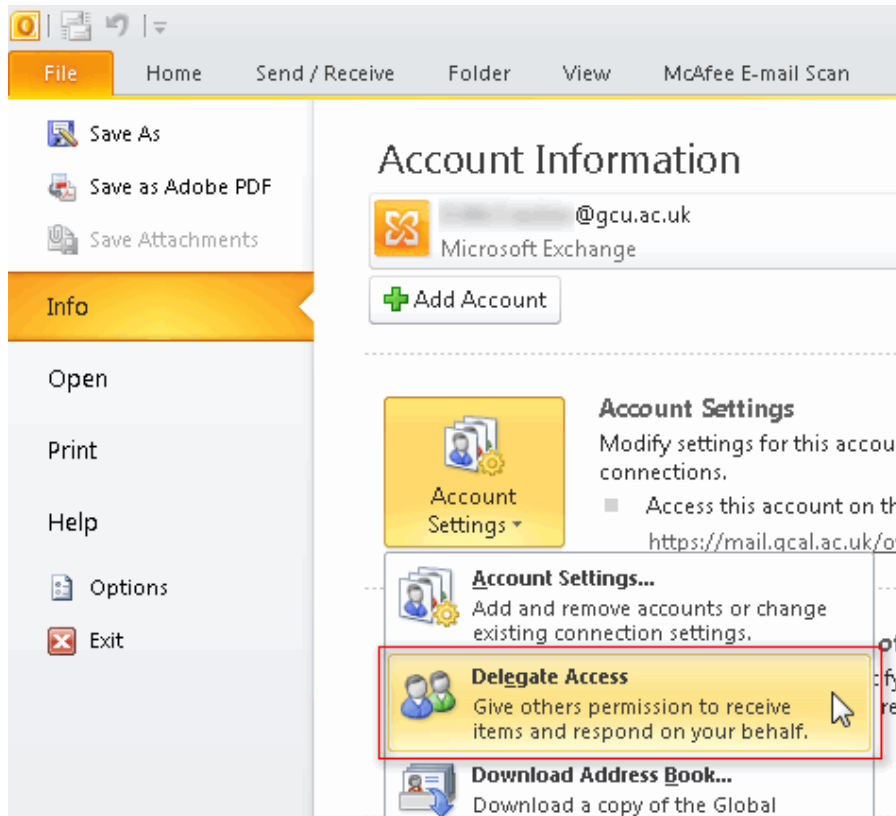
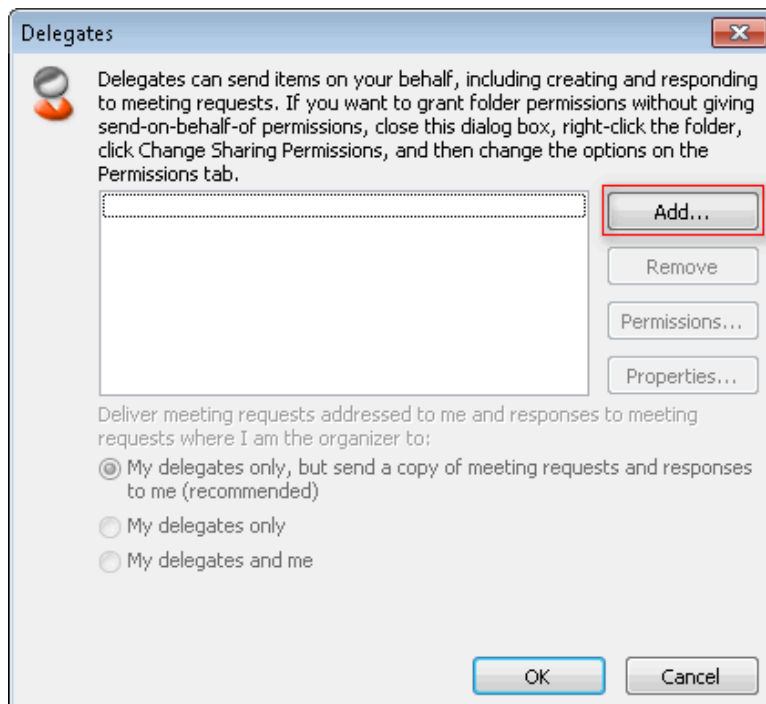


Add Delegate - Outlook 2010

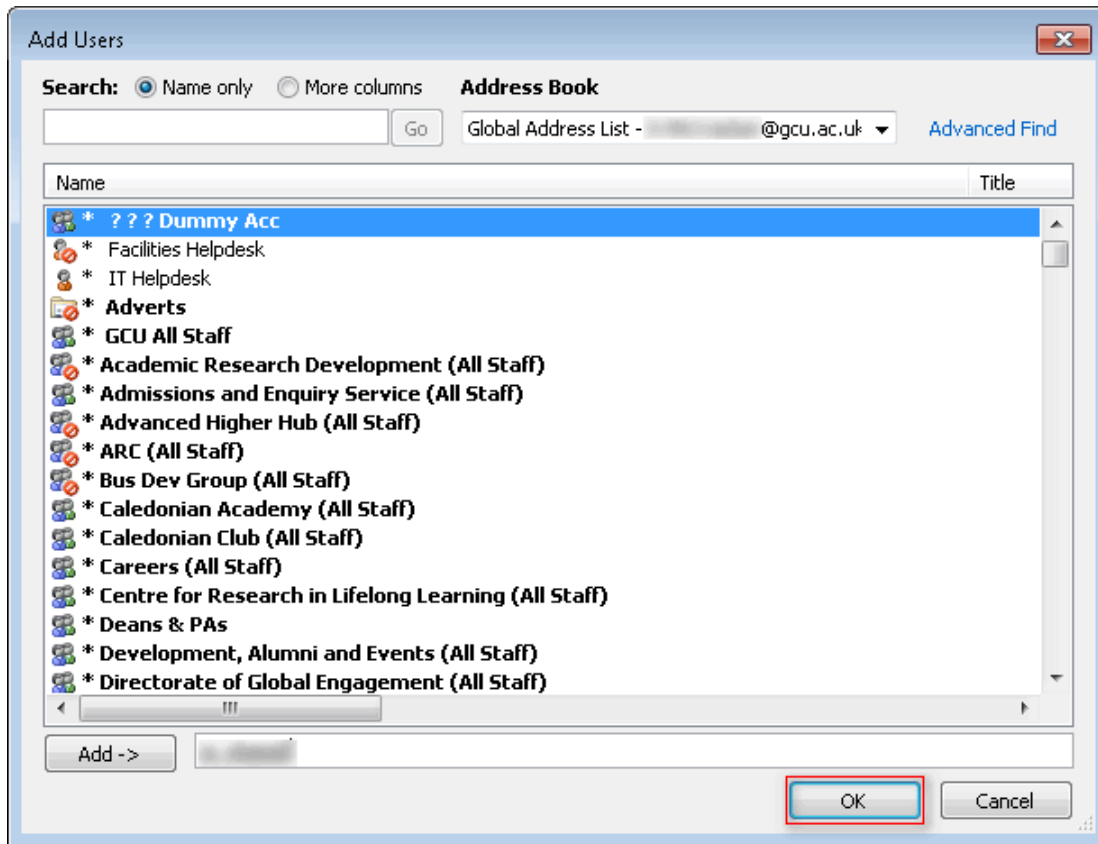
Step 1 Click the File tab, click Account Settings and click Delegate Access.



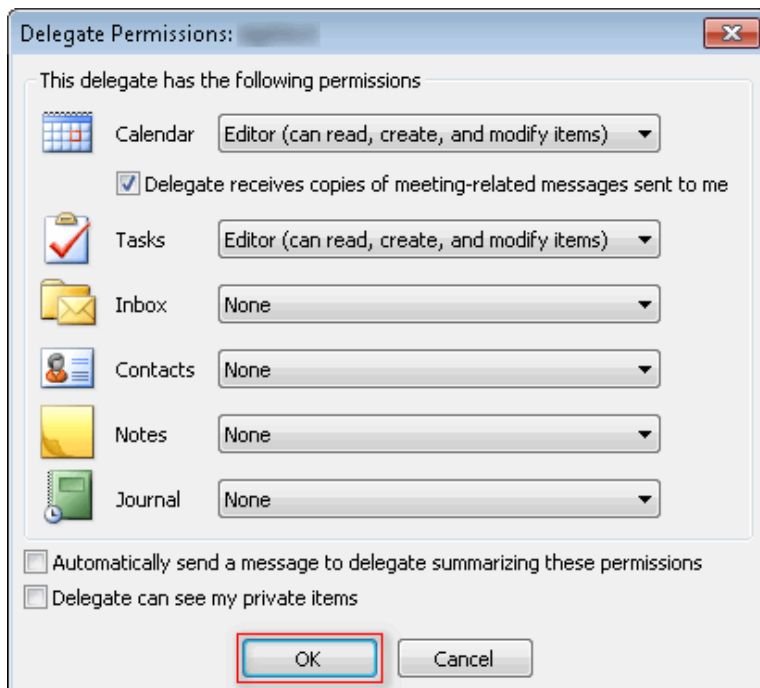
Step 2 In the delegates window, click Add.



Step 3 In the Add Users windows, select the person you want to add as a delegate from the address list and click OK.



Step 5 In the Delegate Permissions window, set the required permissions (default shown) and click OK.



Step 6 In the Delegates window, choose the option for delivery of meeting requests (default recommended) and click OK.

