



## Allow someone else to manage your Mail and Calendar

**Note:** \_\_\_\_\_

**In this article**

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## Allow someone else to manage your Mail and Calendar

### 1. What Does Delegate Access Do?

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**Note:**

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LIBRARY  
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SERVICES



# Allow someone else to manage your Mail and Calendar

## Allow someone else to manage your Mail and Calendar

### 2a. Make Someone My Delegate.

## Allow someone else to manage your Mail and Calendar

# Allow someone else to manage your Mail and Calendar

### 2b. Make Someone My Delegate.

#### Note

## Allow someone else to manage your Mail and Calendar

### Allow someone else to manage your Mail and Calendar

#### 2c. Make Someone My Delegate.

# Allow someone else to manage your Mail and Calendar

## Allow someone else to manage your Mail and Calendar

### 2d. Make Someone My Delegate.

Please note:

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# Allow someone else to manage your Mail and Calendar

## Allow someone else to manage your Mail and Calendar

### 3a. Change Permission For a Delegate.

File

Account Settings

Delegate Access

Permissions

**Note:**

## Allow someone else to manage your Mail and Calendar

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**3b. Change Delegate Access Permission For a Delegate.**

## Allow someone else to manage your Mail and Calendar

### 4a. Change Delegate Access to Private Items.

Tags

# Allow someone else to manage your Mail and Calendar

## Allow someone else to manage your Mail and Calendar

### 4b. Change Delegate

## QUESTIONS ?

**If you run into any issues, or have further questions, feel free to reach out to us!**

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF