



MCS Exchange

Delegation for Outlook 2003

Document Description: How to delegate and open a delegated mailbox using Outlook 2003 on MCS Exchange

For use by: All Outlook 2003 users on MCS Exchange

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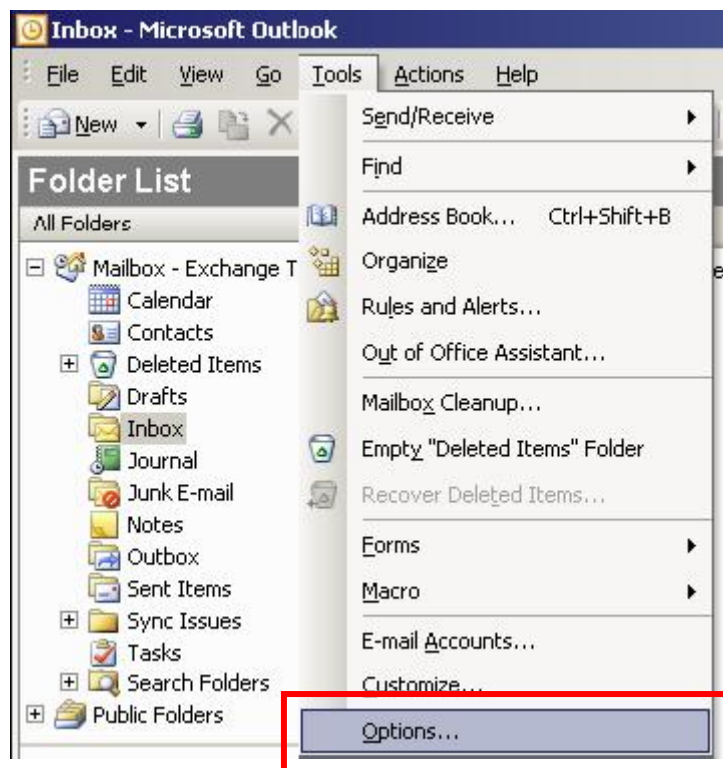
1. Background

These instructions are to illustrate how to set up delegate permissions for a user to have access to another user's mailbox so that they have the ability to send email, schedule meetings, etc on their behalf.

The process of delegation allows a user to send an email on behalf of another user, or account. This can be particularly useful for staff that have assistants, or staff who share a role-based account like "example@usyd.edu.au".

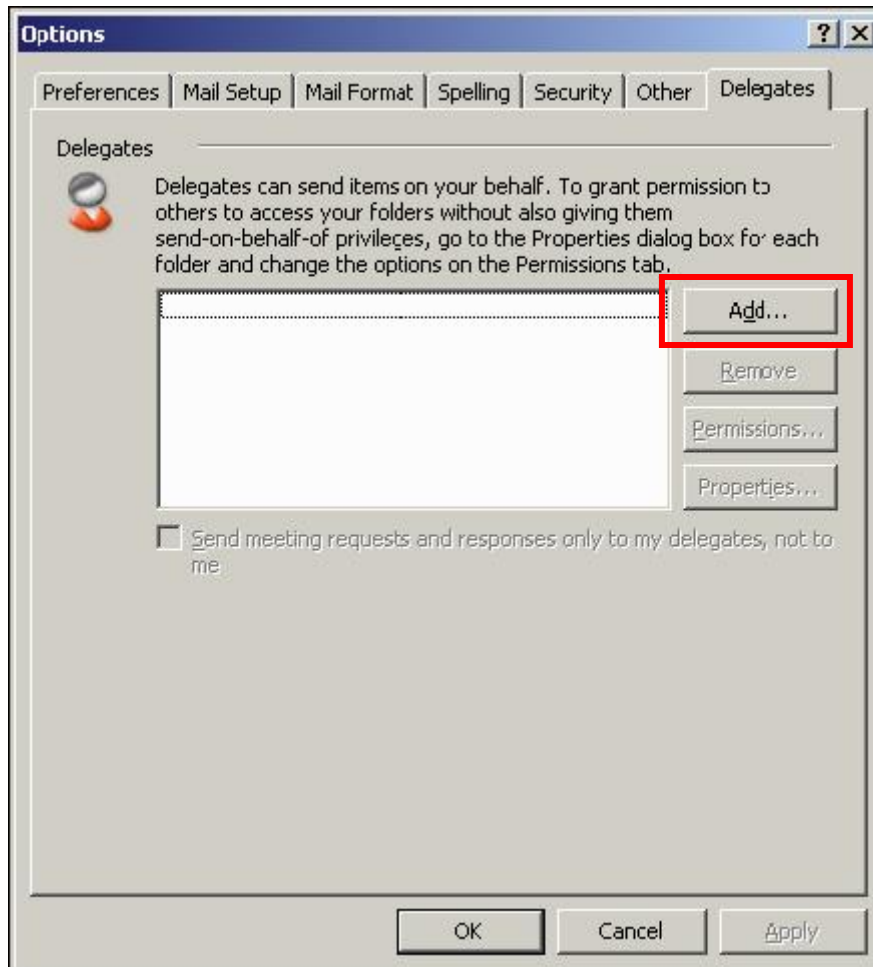
2. Granting Delegate Access to a Mailbox

2.1. From the **Tools** menu, select **Options...**





2.2. Navigate to the **Delegates** tab and click on **Add...**



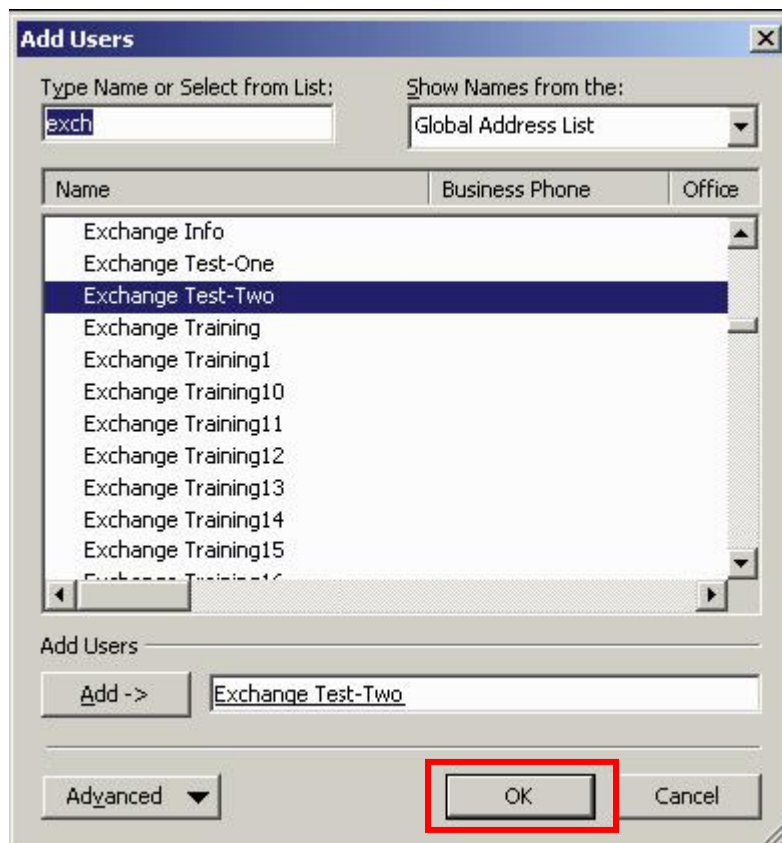


2.3. You will now see a dialog box allowing you to select names from the address lists.

In this example we are allowing "Exchange Test-Two" to send on our behalf, hence we select the user name "Exchange Test-Two" and **double-click** to add it to the list.

If we wanted to add another user we would locate their name and double-click on it also, however for this example we will only add the one user.

Click **OK**





2.4. You will now be presented with the following dialog box which will allow you to set permissions levels for accessing the various mailbox features from drop down menus, e.g.: setting Editor permissions for the Inbox.

Generally you do not need to set any permissions here, however it may be useful to set access to enable the user to see the Inbox, etc.

Click **OK** (twice)

Delegate Permissions: Exchange Test-Two

This delegate has the following permissions

	Calendar	Editor (can read, create, and modify items)
<input checked="" type="checkbox"/>	Delegate receives copies of meeting-related messages sent to me	
	Tasks	None
	Inbox	Editor (can read, create, and modify items)
	Contacts	None
	Notes	None
	Journal	None

Automatically send a message to delegate summarizing these permissions

Delegate can see my private items

OK Cancel



3. Sending email on behalf of another user

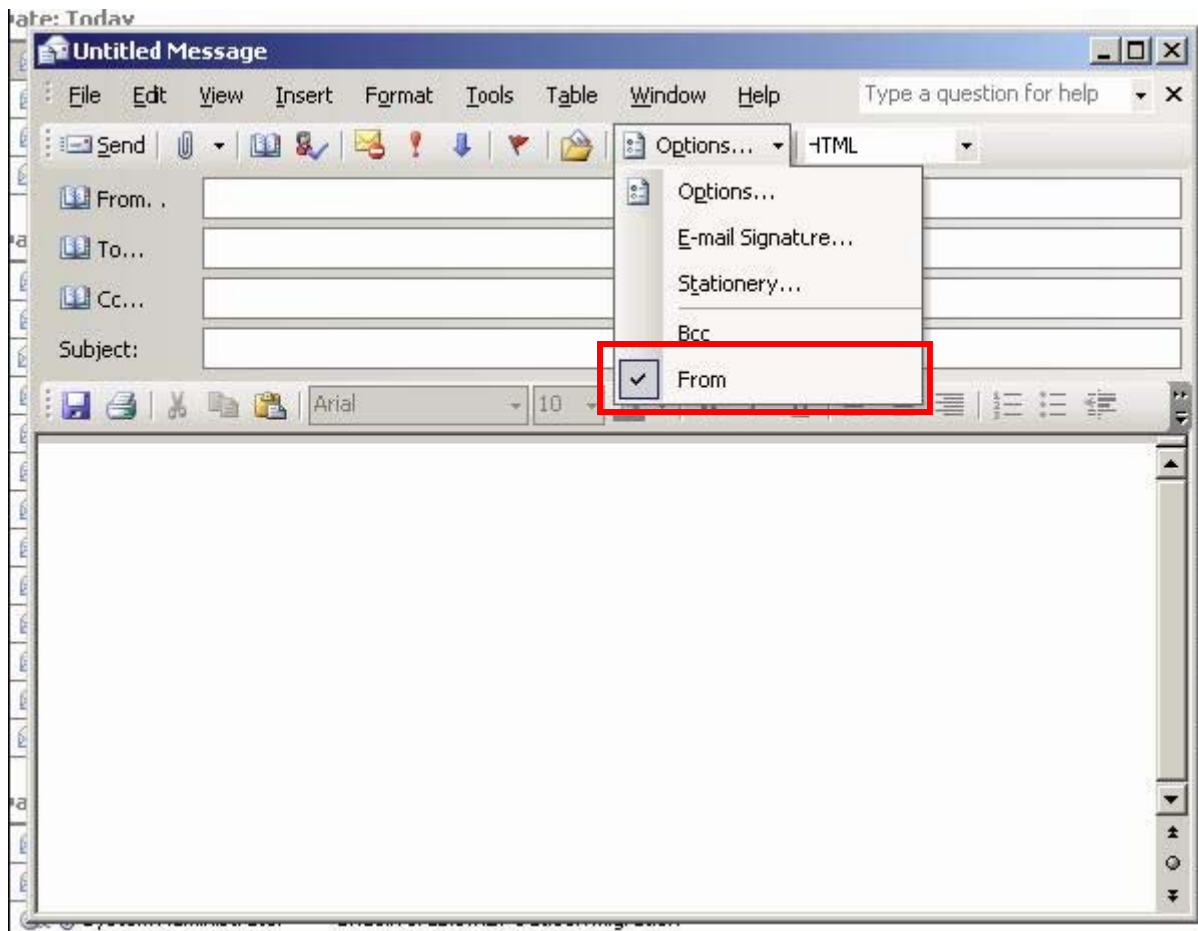
3.1. The final step is to test sending on behalf of the user.

To send on behalf of a user you will need to enter the sender's address into the "From" field, which you will need to enable the first time you use it.

To enable this feature create a new message in the normal way, then select from the **Options...** drop down menu.

Click on the "**From**" option as shown.

***NOTE:** Once the From option has been selected on a new message, it will appear on any subsequent new messages.*





3.2. **Enter the user name** you wish to send on behalf of within the From... field.

You can select this name from the address book by clicking directly on the "From" button in the same way as you would if you were selecting an address to send to. In this case we are sending an email from the fictitious address `example@usyd.edu.au`



NOTE: Once you have done this continue sending the email in the normal manner by entering the recipient's address, adding the message body, adding any attachments, and hitting the "Send" button.