

Office 365 Account Transition Resources

How-to: Calendar Delegation

Outlook Web App

Calendar Delegation in Outlook Web App

You can use **Outlook Web App** to give someone in your organization permission to manage your calendar. You can give them **Edit** access, which lets them edit your calendar, or **Delegate** access, which lets them not only edit your calendar, but schedule and respond to meetings on your behalf.

This article covers how to:

- 1) Assign a Calendar Editor or Delegate.
- 2) Set Meeting Requests and Response Options.
- 3) Let Delegates View Details of Private Items.

1. Assign a Calendar Editor or Delegate

 Sign in to **Outlook Web App** (sign in to the Office 365 portal). Select Calendar, then Share.



 Type the name or email address of the person you want to share your calendar with in the Share with box. This box works just like the To box in an email message. You can add more than one person to share your calendar with.

Share with:	
Kim Akers	Full details 👻
Subject: I'd like to share my calendar with you	Availability only Limited details
Calendar:	Editor Delegate

- 3. After you've added the person who you want to give access to manage your calendar, select the level of access they will have and how much information they can see.
 - Select Editor to give them permission to make changes to your calendar.
 - Select **Delegate** to give them the same permission as an editor, plus be able to send and respond to meeting requests on your behalf.
 - The other options, **Full details**, **Limited details**, and **Availability only**, allow people to only view your calendar, not make changes to it.
- 4. After you have finish adding people, setting access levels, and choosing which calendar to share, click **Send**. If you decide not to share your calendar at this time, simply click **Discard**.

NOTE: If you're sharing a calendar other than your primary calendar, such as a project calendar that you added, you can only give permission for **Full details** or **Editor** access to that calendar.

People you share your calendar with will receive an email message invitation notifying them. The message invitation includes two buttons – one to add your calendar to their calendar view, and another to share their calendar with you.



If they add your calendar to their calendar view, your calendar will be added to **People's calendars**.



NOTE: Calendar items marked **Private** are protected. Most people you share your calendar with will see only the items marked as Private, not the subject, location, or any other details. However there is one exception, you can give a delegate

2. Set Meeting Request and Response Options

Once you have given someone delegate access to your calendar, you will see an additional option under **Calendar permissions** that let you control how meeting requests and responses are processed.

To set these options:

- 1. Go to your **Calendar** in Outlook Web App.
- 2. Go to the calendar navigation pane and right-click **Calendar** under **My calendars**.
- 3. Click **Permissions**.

 In Global delegate options, for Send meeting requests and meeting responses to, select one of the following options:



- Delegate only. Send me notifications. Meeting requests and responses are sent to you and your delegates. Only your delegates see the option to accept or decline a meeting request.
- Delegate only. Meeting requests and responses go only to your delegates.
- **Both my delegate and me.** Meeting requests and responses are sent to you and your delegates.
- 5. Click **Save** to save your changes or **Discard** to cancel.

3. Let delegates see details of private items

You can use the **Calendar permission** settings to give delegates permission to see the details of items that have been marked as **Private**.

- 1. Go to your Calendar in Outlook Web App.
- 2. Go to the calendar navigation pane and right-click on **Calendar** under **My calendars**.

- 3. Select Permissions.
- Select the person you want to give permission to see private appointments. If they do not already have **Delegate** access, you can give them permission here.
- 5. Click the box next to **Allow viewing of private appointments** to add a checkmark.

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6. Click **Save** to save your changes or **Discard** to cancel.