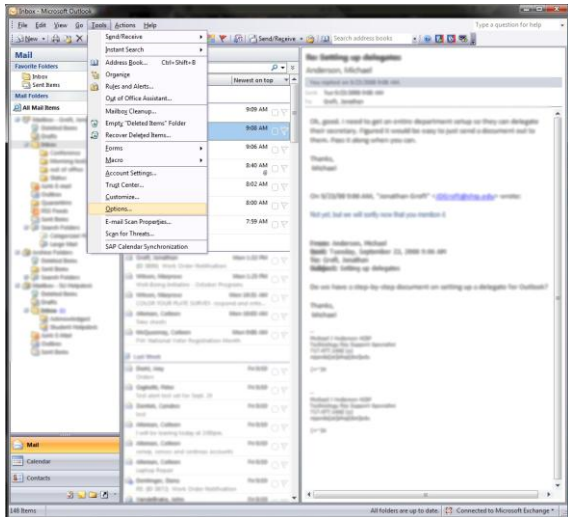
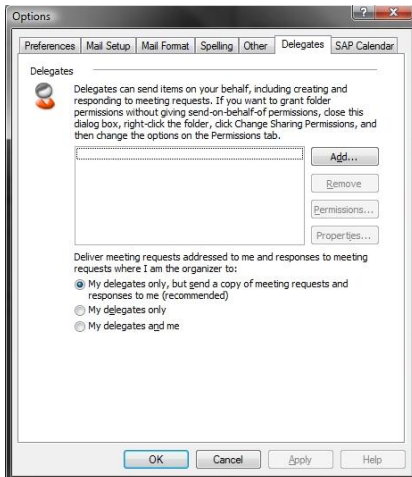


Outlook Delegates

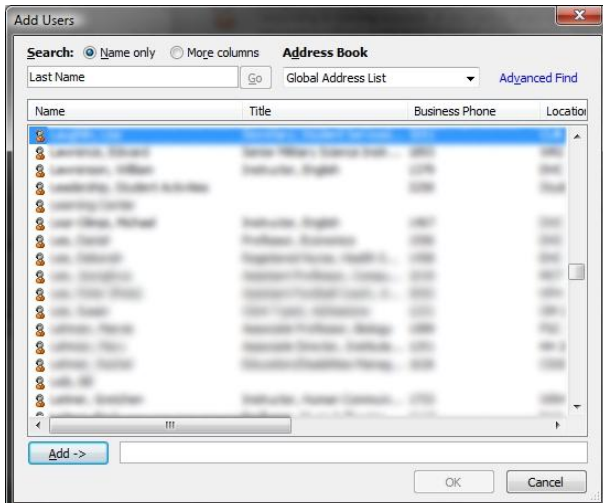
1. Open Microsoft Outlook.
2. Click “Tools” and select “Options”.



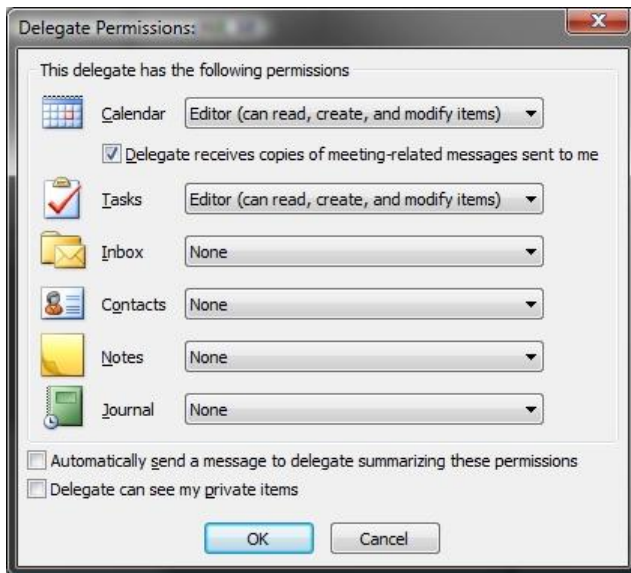
3. Click the “Delegates” tab.



4. Click the “Add” button and select the user(s) that need delegate control and click “OK”.



5. Set the level of access you wish the delegate to have and click “OK”.



6. Click “OK”.

For any problems or questions please call or e-mail the helpdesk.

Ext 4357 helpdesk@ship.edu