# Delegate Outlook Mailbox

A delegate automatically receives Send on Behalf permissions. By default, the delegate can read only your meeting requests and responses. The delegate isn't granted permission to read other messages in your **Inbox**.

1. Click the **File** tab.

2. Click **Account Settings**, and then click **Delegate Access**.

3. Click **Add**.

4. Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search results list.

5. Click **Add**, and then click **OK**.
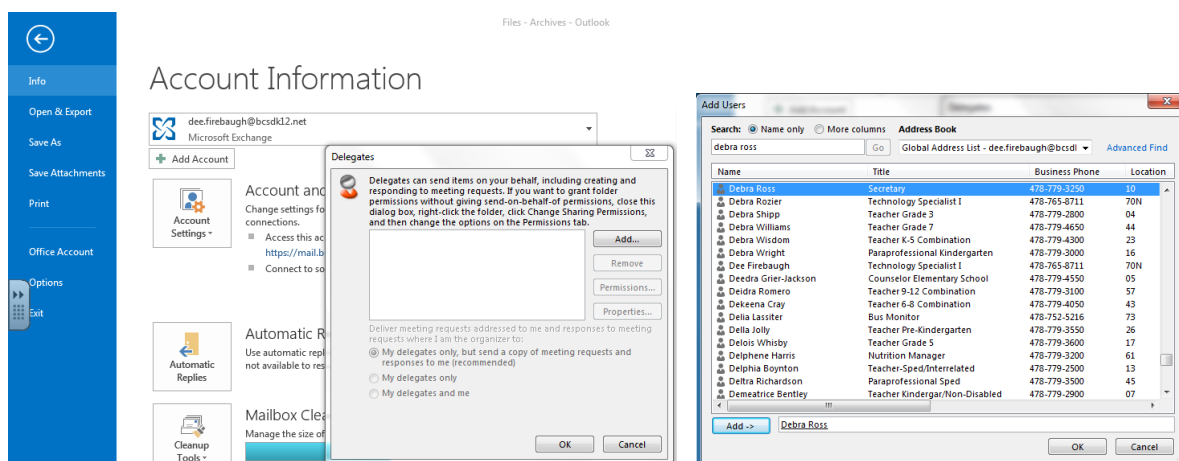
6. In the **Delegate Permissions** dialog box, make the following selections to give your delegate access to (read, create and modify items in your calendar and mailbox.

   To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.
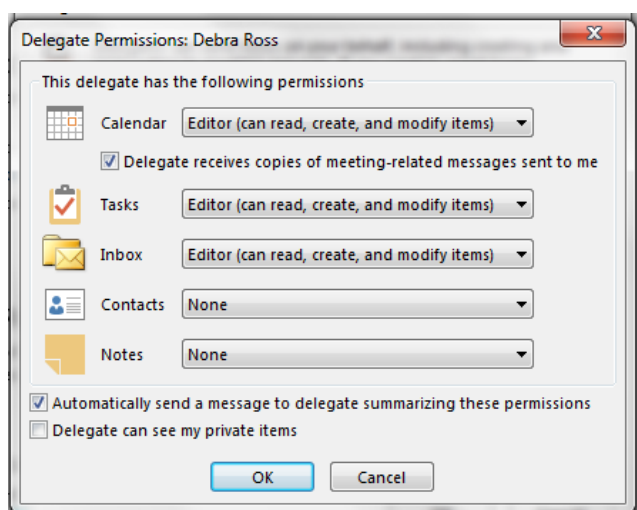
7. If you want, select the **Delegate can see my private items** check box.
   Important   This setting affects all Exchange folders. This includes all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. There is no way to grant access to private items in only specified folders.

8. Click **OK**.