

You can provide people delegate access your Calendar, To Do, Contacts, and/or Mail. Two options are available:

1. Access to Mail, Calendar, To Do and Contacts
2. Access to Calendar, To Do and Contacts

First you need to decide what you'd like to provide access to and the level of access required. The following table shows your choices:

Option 1: Access to Mail, Calendar, To Do and Contacts

| Type of access | Description |
|---|---|
| Read any document | Delegate can read your messages, To Do items, and calendar and contact entries. |
| Read and create any document, send mail on your behalf | As above, plus delegate can create and send messages, create To Do items, and create calendar and contact entries for you. |
| Read, edit, and create any document, send mail, enable Out-of-Office | As above, plus delegate can edit To Do items and calendar or contact entries for you, as well as flag messages for follow-up and enable out-of-office notification. |
| Read, edit, create, and delete any document, send mail, enable Out-of-Office | As above, plus delegate has the ability to delete any document including messages, To Do items, and calendar and contacts entries. |
| Read/create any document, delete documents they created, send mail on your behalf | Delegate can read/create any document, but only delete documents they created for you, and cannot delete documents created by you or others. |

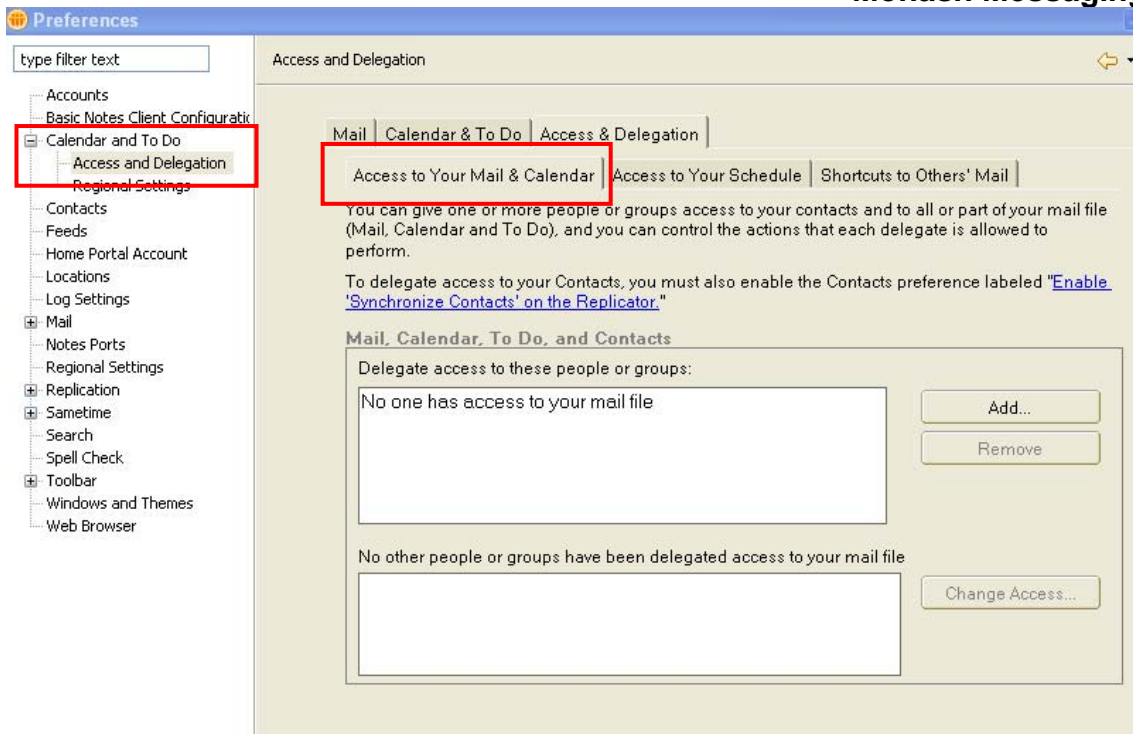
Note: Access to Mail, Calendar, To Do and Contacts will also show details of calendar entries marked private to the delegate.

Option 2: Access to Calendar, To Do and Contacts

| Type of access | Description |
|---|--|
| Read any document | Delegate can open your Calendar, To Do and Contacts and read all items. |
| Read, create, edit, and delete any Calendar Entry, To Do, and Contact | <p>Delegate can open your Calendar, To Do and Contacts and read, create, edit and delete all items.</p> <p>With this access a delegate can open your Mail and accept items on your behalf. Note: they will only be able to view calendar & To Do items, not mail messages.</p> |

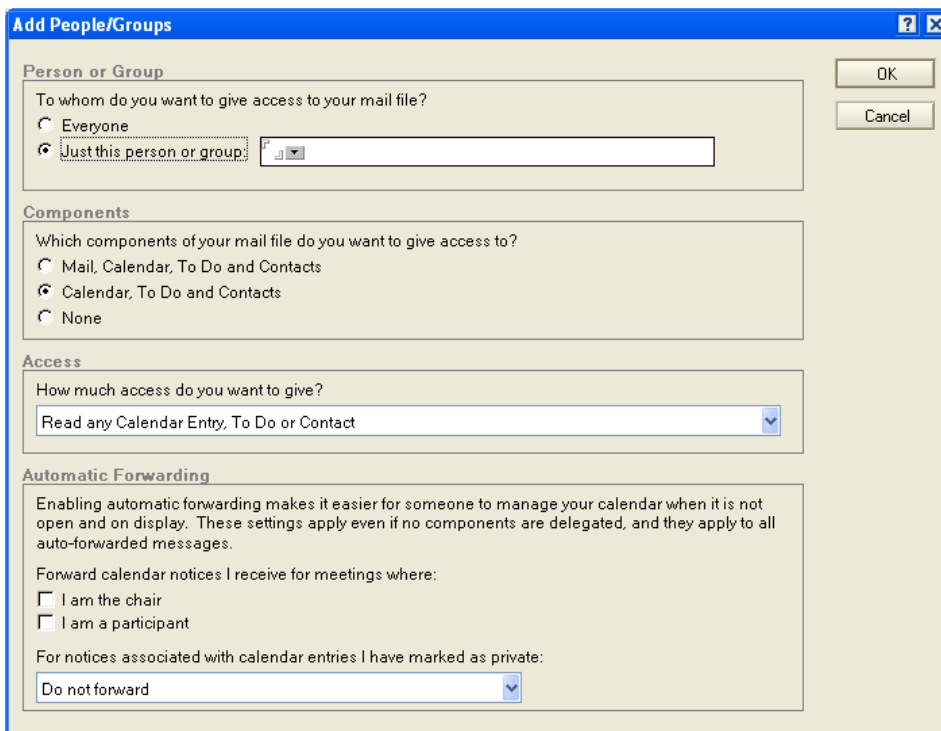
Assigning delegate access


1. Click **File > Preferences**
2. Click **Access and Delegation** under **Calendar and To Do** or **Mail**. (Both options take you to the same menu).



3. Select the tab **Access to Your Mail & Calendar**.

4. Click the **Add** button.



5. In **Person or Group**, you can choose to give access to everyone or just a particular person or group. To give access to a person or group, click  to select the person or group from the Monash Directory.

6. In **Components**, select what you'd like to provide access to.

Tip: You cannot provide access to just your Calendar, you have to provide access to Calendar, To Do and Contacts.

7. In **Access** select the level of access you'd like to apply.

8. In **Automatic Forwarding**, you can enable automatic forwarding of calendar items to a delegate to manage from their Inbox.

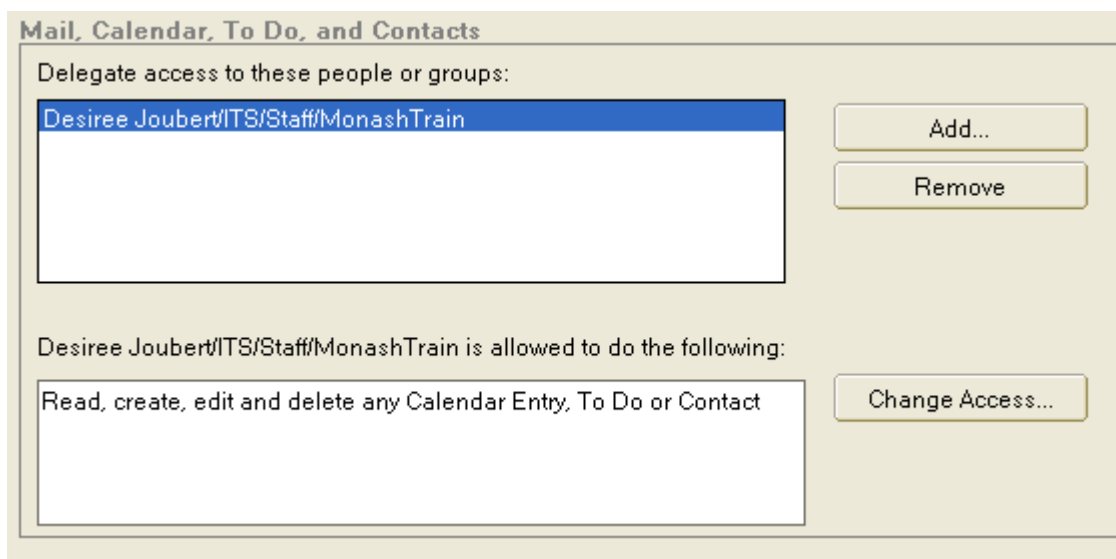
You can also choose whether to forward entries marked private. Options are:

- **Do not forward:** cancels forwarding of entries where **Mark Private** is selected.
- **Forward without private details:** forwards entries without including details of the meeting (i.e. the chair and subject of the meeting).
- **Forward with full details:** forwards private entries including full details.

9. Click **OK**.

10. The name of the person that you have given delegate access to will appear in the section **Delegate access to these people or groups**.

11. To view the level of access, click on the name and the access level will be displayed below.



12. To change the level of access, select the name and click the Change Access button.

13. Click **OK**.

See also **Accessing other accounts (user or shared) (GE04)**.

Tip: These preferences are also available within the Mail, Calendar, and To Do windows via the **More > Preferences > Access & Delegation** path.