

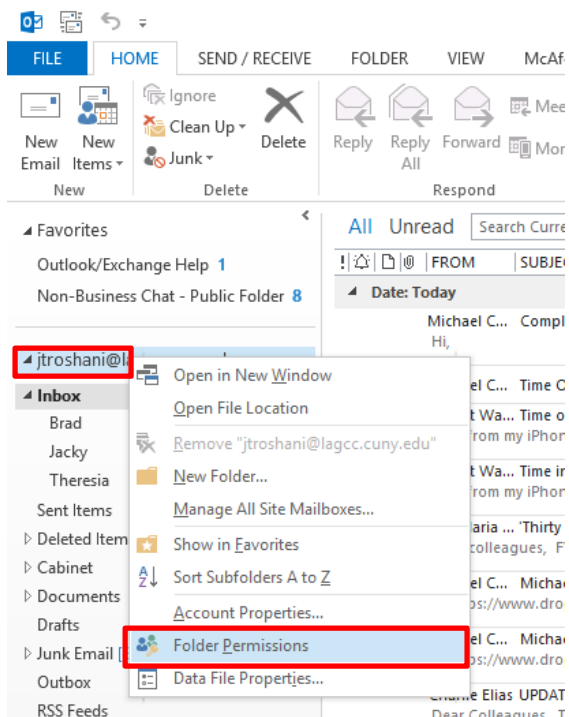


Community College

**DARE TO DO MORE**

# Delegate E-mail Access

**Step 1:** Right click on your **mailbox** then click on **Folder Permissions**

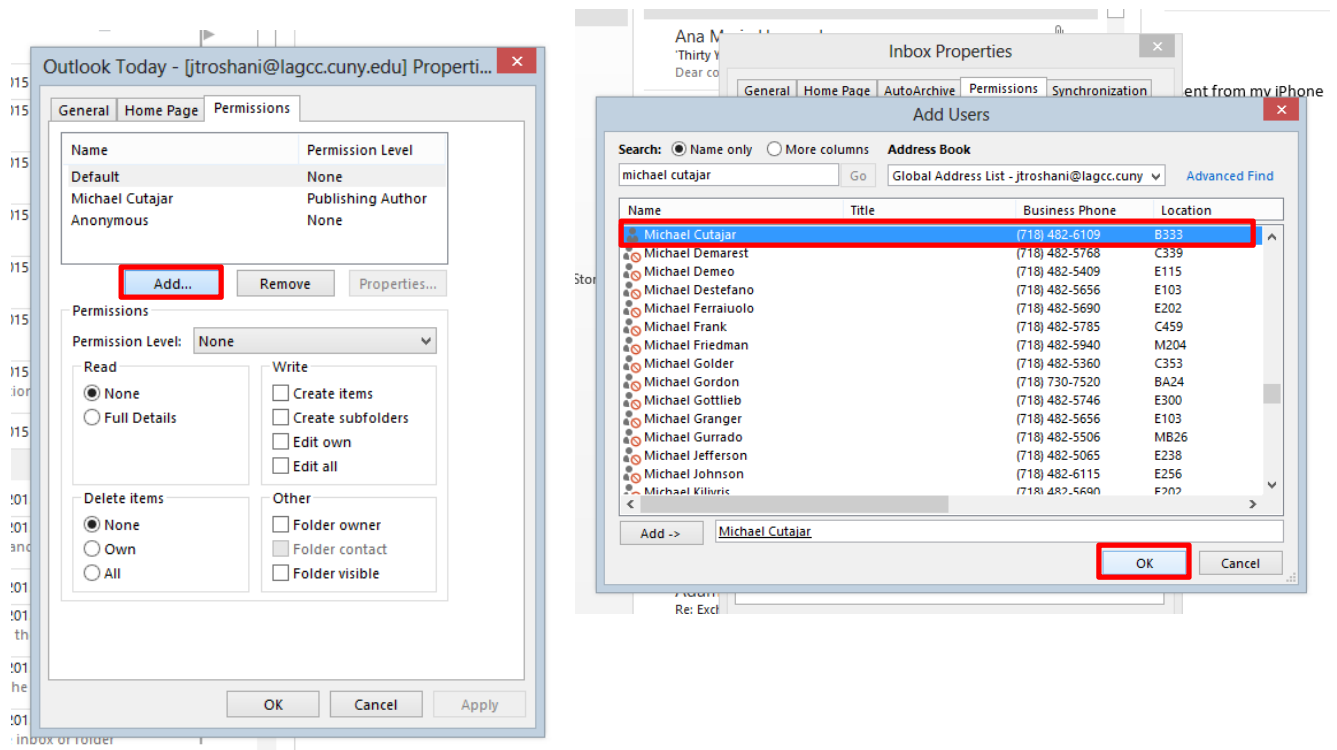


## LaGuardia Community College

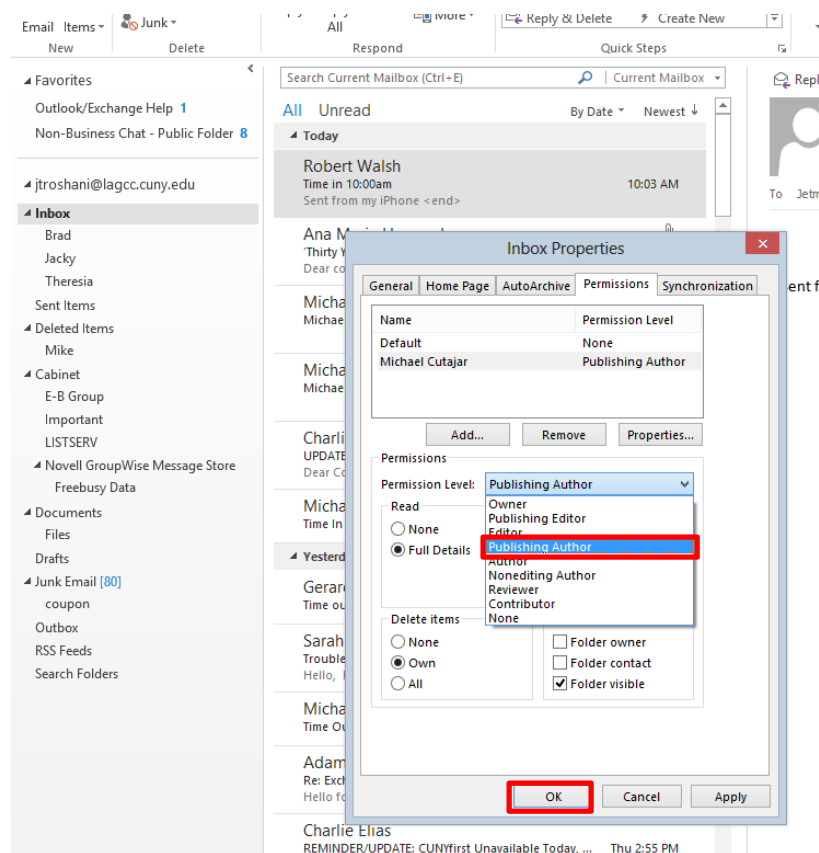
31-10 Thomson Ave, Long Island City, New York 11101

**Created by ISMD's Dept. Training Team.**

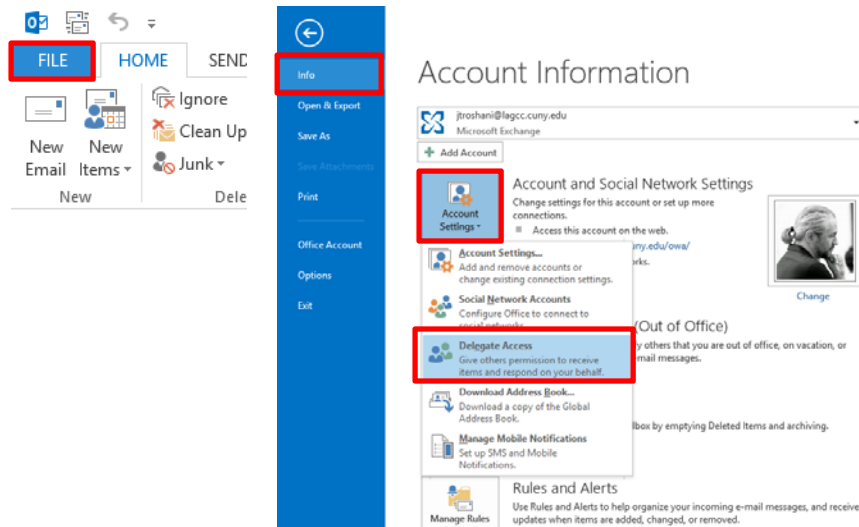
Step 2: Click **Add /** search for & Select Outlook User then click **Add** (the name appears on the field below) then click **OK**.



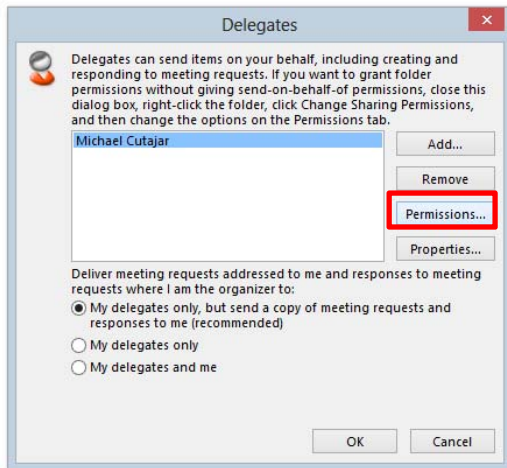
Step 3: Select Permission level to **Publishing Author** then click **OK**.



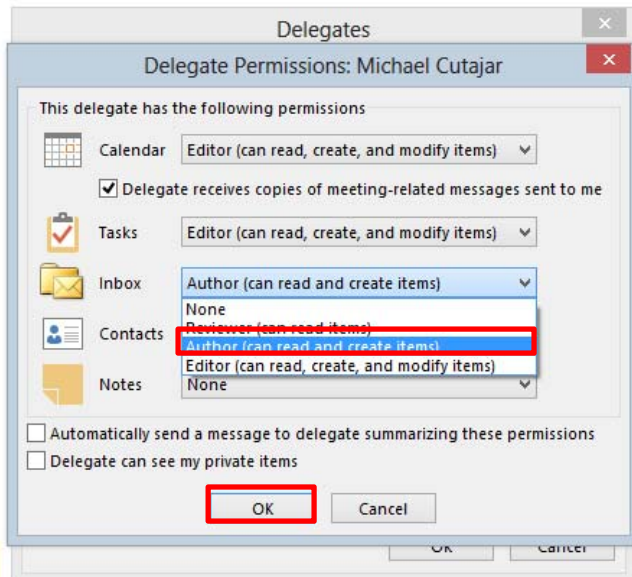
**Step 4: Make sure to click on File / Info / Account Setting / Delegate Access**



**Step 5: Click on Permissions...**

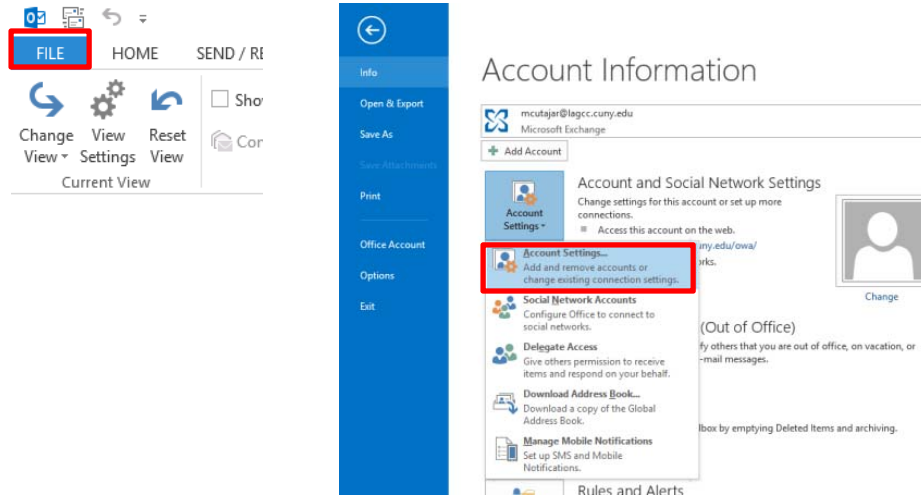


**Step 6: Select as Author the permission level and click OK.**

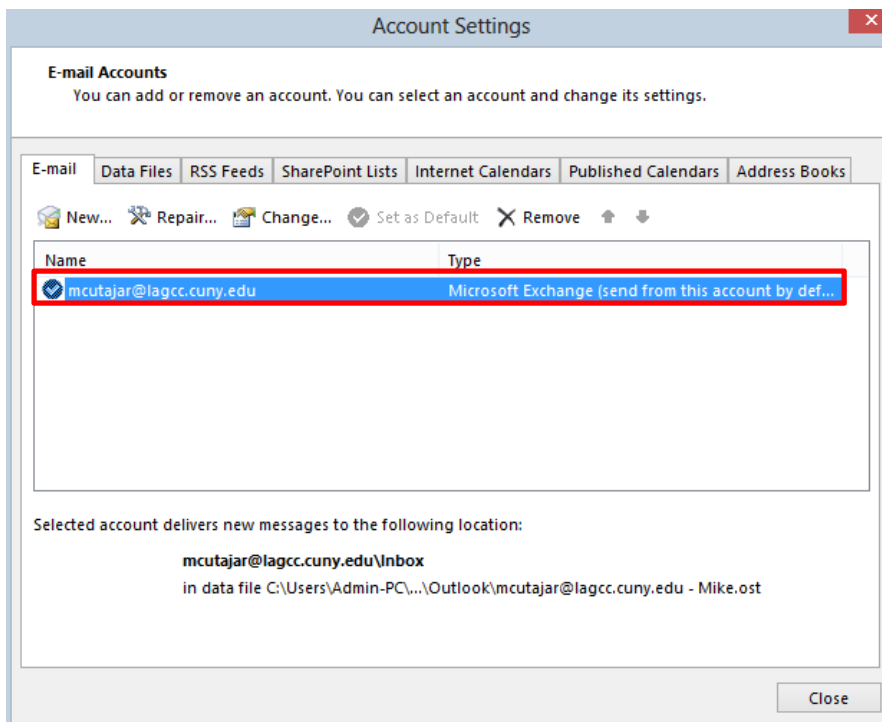


**NOTE: The Following steps must be done from the delegates account**

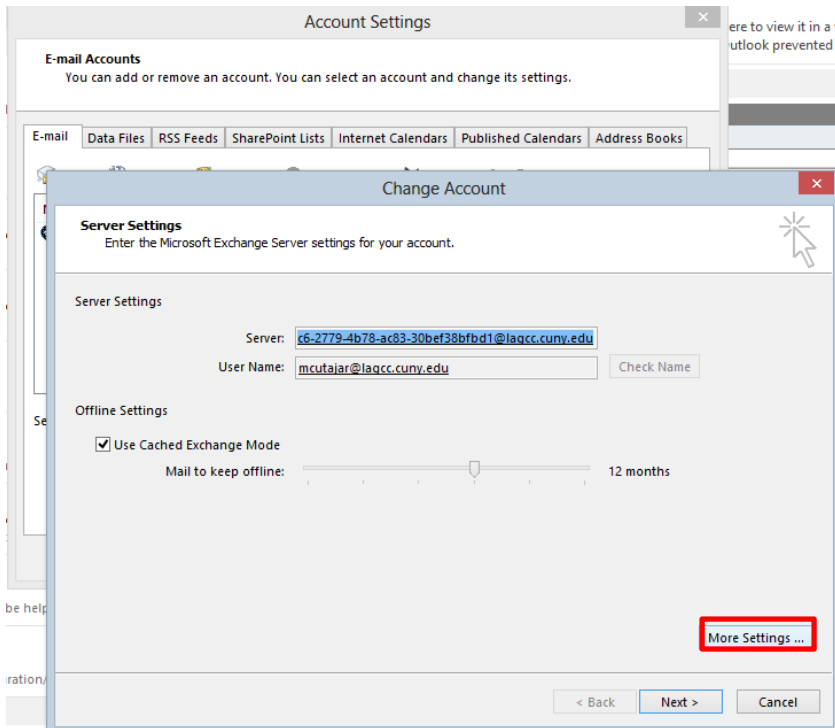
**Step 7:** – Click **File** then select **Account Settings...**



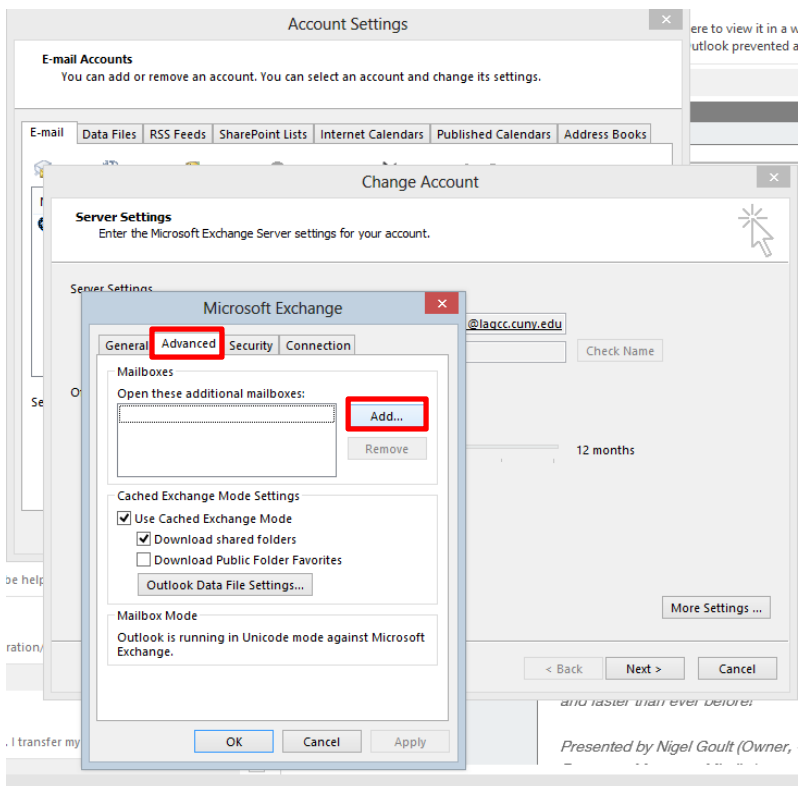
**Step 8:** Double click on the **email address**



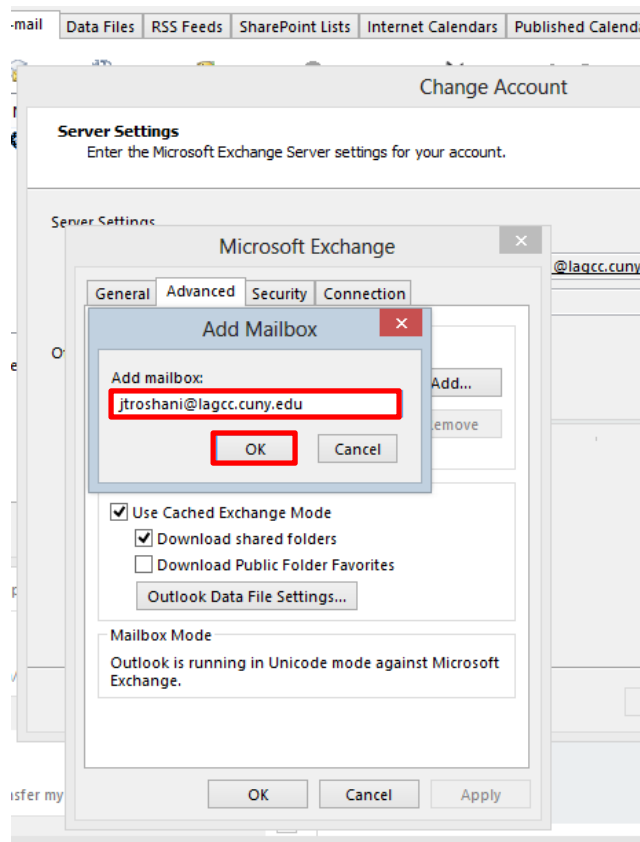
**Step 9:** Click on **More Settings...**



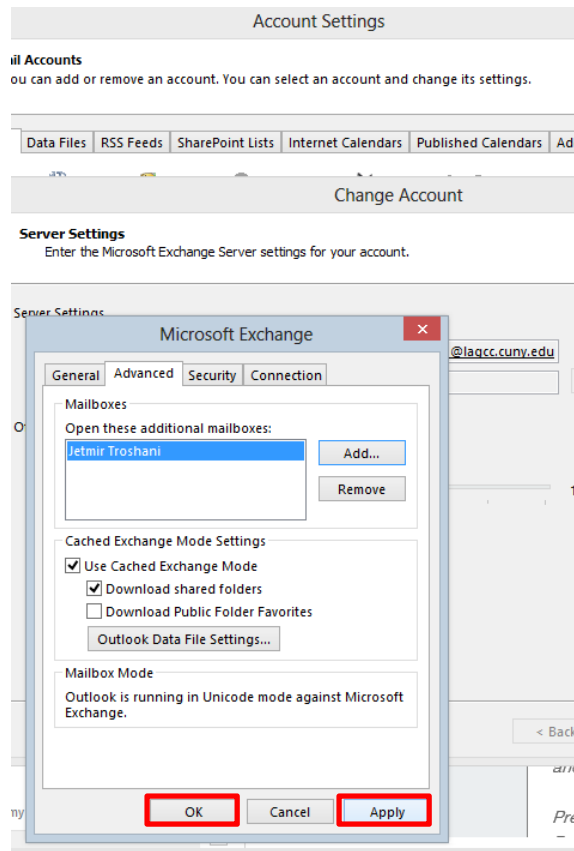
**Step 10:** Click on **Advanced** then click **Add...**



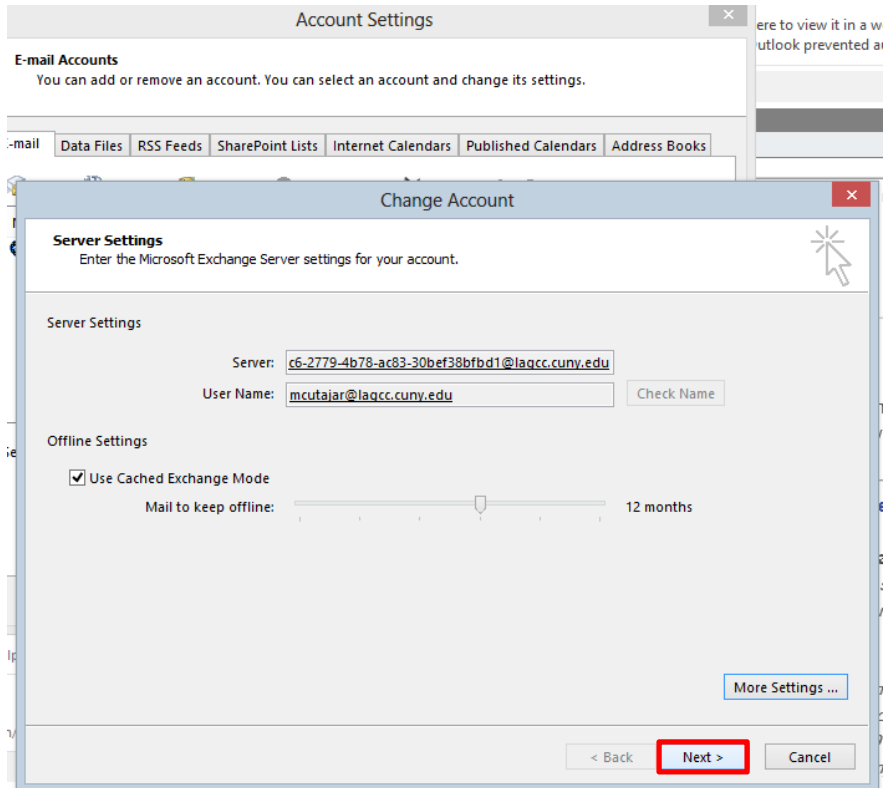
**Step 11:** Enter the e-mail Address then click **OK**.



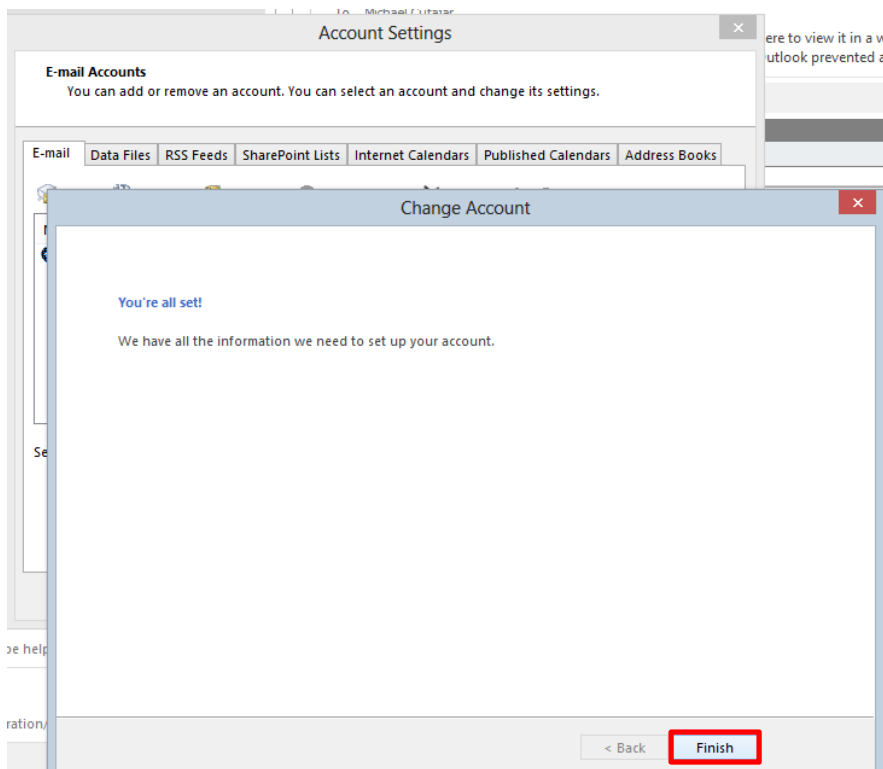
**Step 12:** Click **Apply** then click **OK**



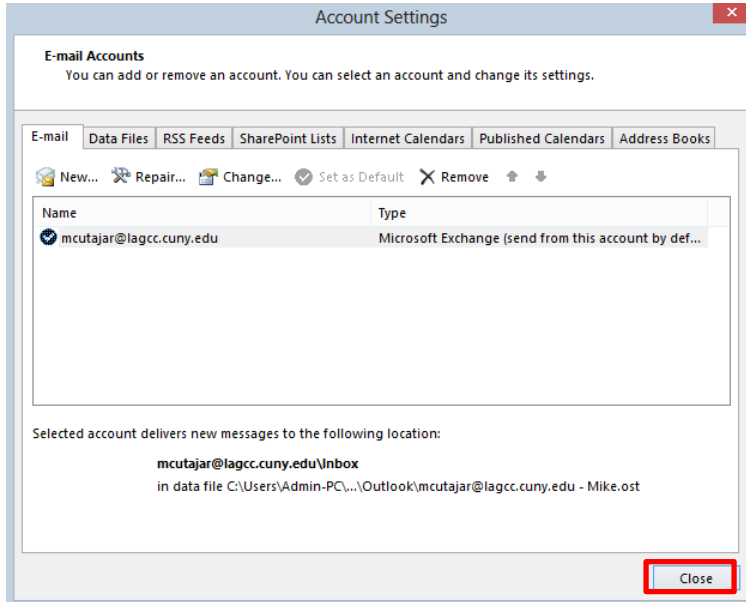
### Step 13: Click Next



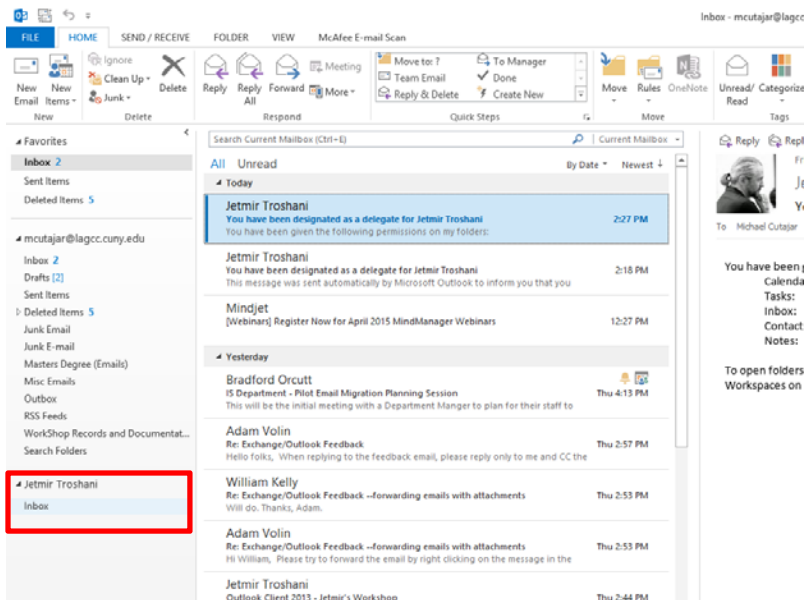
### Step 14: Click Finish



## Step 15: Click Close

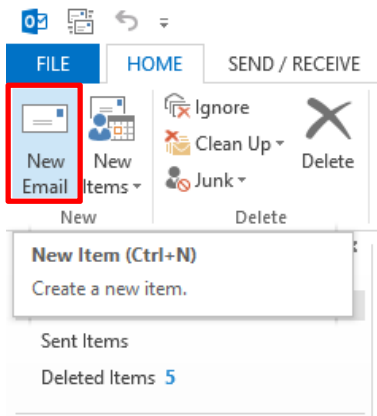


## Step 16: The inbox appears on the left

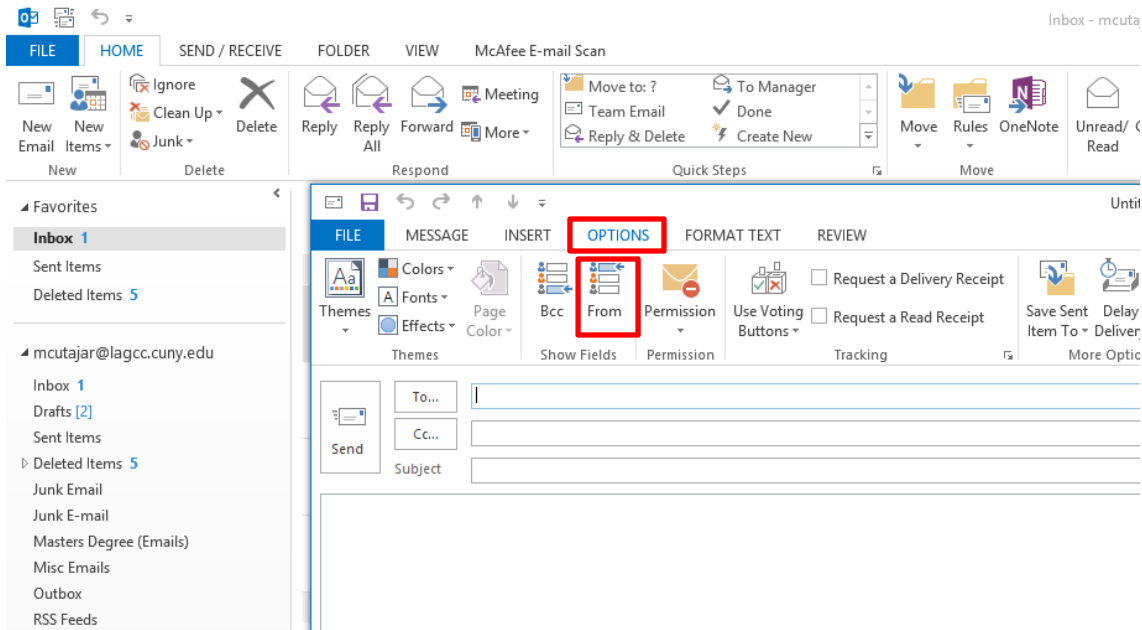




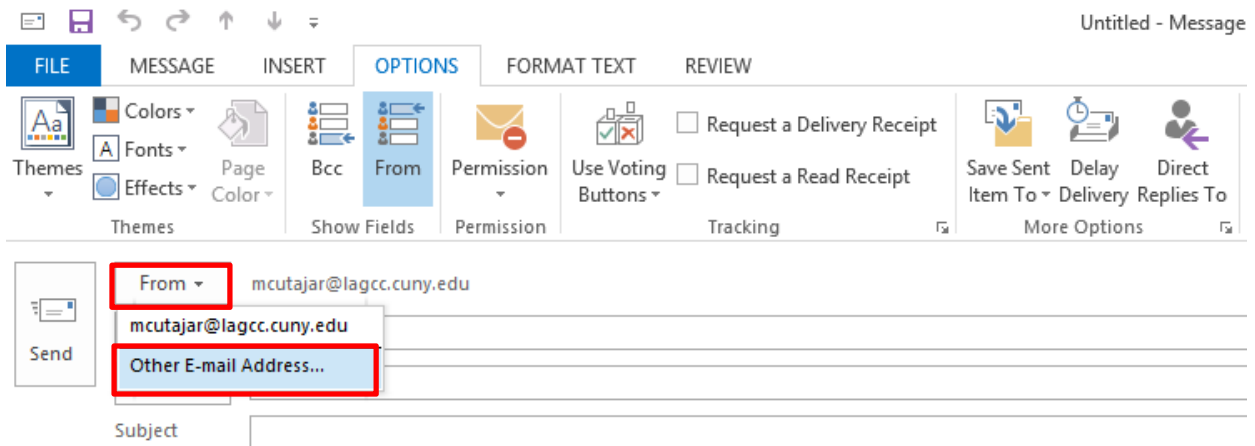
**Step 17: How to send an email on behalf from the delegate account = Click on New Email**



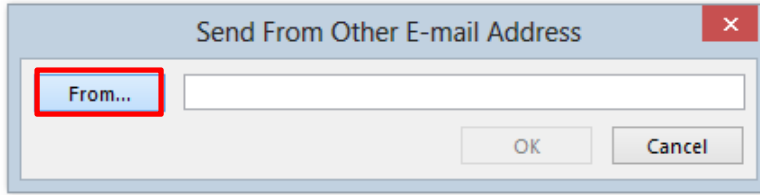
**Step 18: Click on Options and select From.**



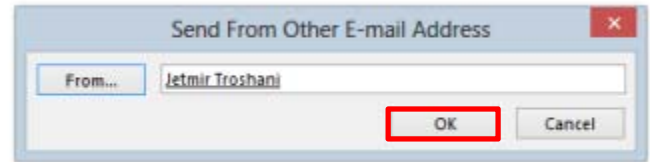
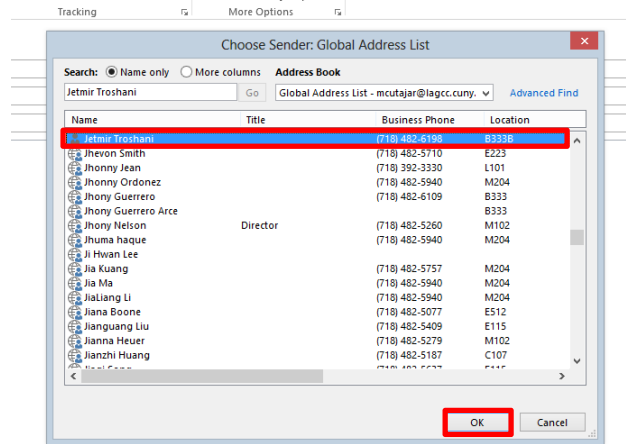
**Step 19: The From field should now be visible. Click on From drop downs arrow and select Other E-mail Address...**



**Step 20:** Click From



**Step 21:** Look up for the recipient of this email and then click on **OK** then click **OK** once again.



**Step 22:** Fill out the rest of the fields and click on **Send**.

