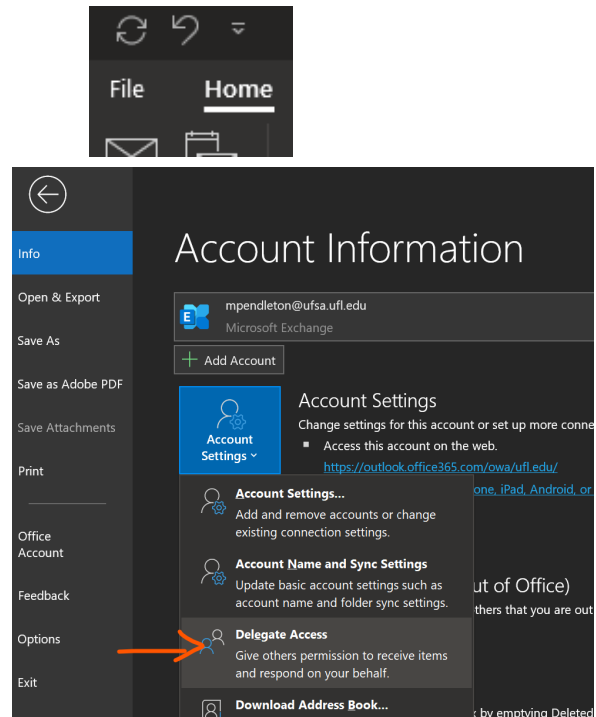


## Outlook 365 – Setting Up Delegates for Calendar Access

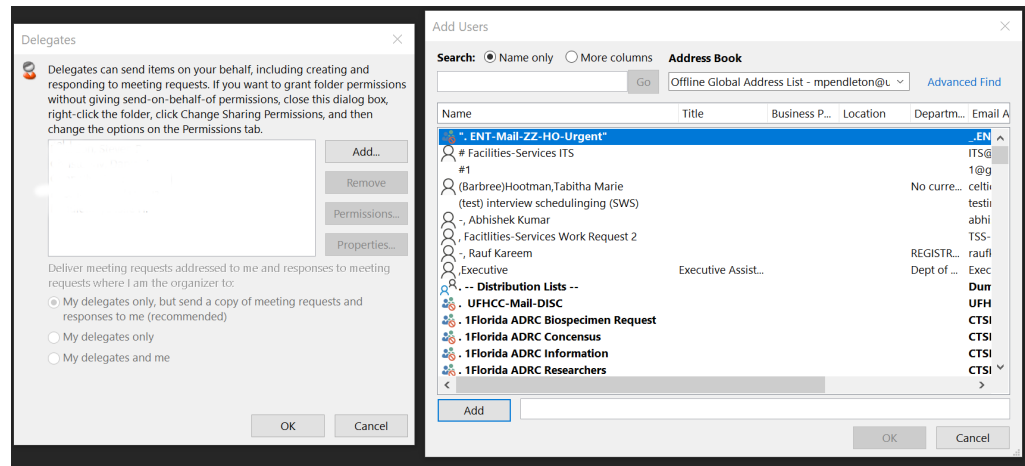
To allow another UF employee to see your calendar, please follow the steps below.

### Add A Delegate

1. In Outlook 365, tap FILE then tap ACCOUNT SETTINGS.
2. Choose DELEGATE ACCESS from the list.
3. Press ADD.
4. Choose the UF employee from the Global Address List. Double-click the name after searching. Press OK.
5. If you just want the employee to view your calendar beyond blocks of time (called Free/Busy) then set Calendar to Reviewer. More settings are explained below.
  - a. For most cases, you can uncheck the box for "Delegate receives copies of meeting-related messages.."
  - b. You can also choose if you want the UF employee to see your private items.
6. Press OK. It may take a couple minutes for Outlook to update your mailbox in the cloud.
  - a. The change should be visible to the UF employee in 15-20 minutes.



**NOTE:** You can follow these steps again to remove access or modify existing access.



### Calendar Access Levels

- **Reviewer:** can read calendar items on your calendar
- **Author:** can read and create calendar items on your calendar
- **Editor:** can read, create, and modify items on your calendar

### Need Help?

Contact Student Affairs Technical Services at 352-392-2465 or email [ITHelp@ufsa.ufl.edu](mailto:ITHelp@ufsa.ufl.edu).

