GRANTING AND RECEIVING
DELEGATE ACCESS IN OWA

USER’S GUIDE

OCTOBER 2015
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CHAPTER 1: GRANTING DELEGATE INBOX ACCESS IN OUTLOOK WEB ACCESS (OWA)

Microsoft Outlook Web Access (OWA) provides the ability to designate a delegate (or multiple delegates) so that an assistant or relevant co-worker can access and administer your inbox in your absence. Complete the steps below to grant delegate access to your inbox and other folders.

1. Open a browser and navigate to http://dornsife.usc.edu/365. You will be prompted to log into OWA.

![Authentication Required]

2. Enter your USC email address in the Username field.

3. Next, in the Password field, enter the password that corresponds to your email address.
4. After entering your email address and password in the appropriate fields, select the **OK** button. OWA displays.

5. Right-click on the **Inbox** item, located on the left side of the screen. A pop-up menu displays.

6. Select **Permissions...** from the pop-up menu. The **Permissions** screen displays.
7. Select the + icon, located at the top of the Permissions screen. The Add permissions screen displays.
8. Begin typing the name of the person to whom you want to grant delegate access. The names of people with whom you regularly email or instant message (IM) will appear as you type characters. You can select one of these recent contacts or select the Search Directory option to search the directory for the person to whom you want to grant delegate access.
9. Select the name of the person to whom you want to grant delegate access.
10. Select the **Add** button. The name of the person to whom you want to grant delegate access now appears in the *Permissions* box.

![Permissions for the Inbox folder](image)

11. Next, you will need to set the permission for this delegate.

   a. **Read**: Select the radio button next to the option you want to use with this delegate. It is recommended that you use the **Full details** setting.

   b. **Write**: Select the radio button next to the option you want to use with this delegate.

   c. **Delete Access**: Select the radio button next to the option you want to use with this delegate. It is recommended that you use the **Own** setting.

   d. **Other**: Select the radio button next to the option you want to use with this delegate.

12. After setting the appropriate permissions, select the **OK** button. Selecting the **OK** button saves the delegate permissions and options that you just configured.

The delegate access for the folder you selected has been created. Repeat these steps to grant delegate access to other folders or people.
CHAPTER 2: GRANTING DELEGATE CALENDAR ACCESS IN OWA

Microsoft Outlook Web Access (OWA) provides the ability to designate a delegate (or multiple delegates) so that an assistant or relevant co-worker can access and administer your calendar in your absence. Complete the steps below to grant delegate access to your calendar.

1. Open a browser and navigate to http://dornsife.usc.edu/365. You will be prompted to log into OWA.

2. Enter your USC email address in the Username field.

3. Next, in the Password field, enter the password that corresponds to your email address.
4. After entering your email address and password in the appropriate fields, select the **OK** button. OWA displays.

![OWA interface](image)

5. Select the **Menu** option, located in the left corner of the screen. The OWA **Options** menu displays.

6. Select the **Calendar** option from the **Options** menu. Your calendar displays.
7. Select the **Share** option. Depending on your OWA configuration, this option may appear at the top of the screen or on the right side of the screen.

8. When you select the **Share** option, a drop-down menu will display so that you can select the calendar to which you want to grant delegate access. An example is shown below.

9. Select the name of the calendar to which you want to grant delegate access. A secondary share screen displays.

10. Begin typing the name of the person to whom you want to grant delegate access. The names of people with whom you regularly email or instant message (IM) will appear as you type characters. You can select one of these recent contacts or select the **Search Directory** option to search the directory for the person to whom you want to grant delegate access.
11. Select the name of the person to whom you want to grant delegate access. The screen refreshes and displays permission options for the delegate access.

12. From the permissions drop-down menu, select the Delegate option.

13. Your invitation is now ready to be sent to the delegate(s) you have chosen. Select the Send option, located at the top of the screen.

The delegate setup and configuration process is complete. The person(s) to whom you have granted delegate access will receive an email invitation to access your calendar. Repeat these steps to add additional delegates.
Microsoft Outlook Web Access (OWA) provides the ability to add a delegated calendar to your OWA so that you can access an account that has been delegated to you by an assistant or relevant co-worker. Complete the steps below to access a delegated calendar.

1. Open a browser and navigate to http://dornsife.usc.edu/365. You will be prompted to log into OWA.

2. Enter your USC email address in the Username field.

3. Next, in the Password field, enter the password that corresponds to your email address.
4. After entering your email address and password in the appropriate fields, select the **OK** button. OWA displays.

5. Select the **Menu** option, located in the left corner of the screen. The OWA **Options** menu displays.

6. Select the **Calendar** option from the **Options** menu. Your calendar displays.
7. Right-click on the My calendars heading, located in the left sidebar. A pop-up menu displays.
8. Select **Open calendar** from the pop-up menu. The **Open calendar** screen displays.

![Open calendar screen]

9. Begin typing the name of the person (or organizational account) from whom you received delegate access. The names of people with whom you regularly email or instant message (IM) will appear as you type characters. You can select one of these recent contacts or select the **Search Directory** option to search the directory for the name of the person (or organizational account) from whom you received delegate access.
10. Select the name of the person (or organizational account) from whom you received delegate access.

![Open calendar](image)

11. Select the Open button. The calendar to which you have been granted delegate access is now displayed in the Calendar section of your OWA.

![Calendar view](image)

Repeat these steps to add additional delegated calendars to your OWA.
Microsoft Outlook Web Access (OWA) provides the ability to add a delegated inbox to your OWA so that you can access an account that has been delegated to you by an assistant or relevant co-worker. Complete the steps below to access a delegated inbox account.

1. Open a browser and navigate to http://dornsife.usc.edu/365. You will be prompted to log into OWA.

2. Enter your USC email address in the **Username** field.

3. Next, in the **Password** field, enter the password that corresponds to your email address.
4. After entering your email address and password in the appropriate fields, select the **OK** button. OWA displays.

5. Right-click on your name in the left sidebar of your inbox. A pop-up menu displays.
6. Select **Add shared folder**... from the pop-up menu. The **Add a shared folder** screen displays.

7. Begin typing the name of the person (or organizational account) from whom you received delegate access. The names of people with whom you regularly email or instant message (IM) will appear as you type characters. You can select one of these recent contacts or select the **Search Directory** option to search the directory for the name of the person (or organizational account) from whom you received delegate access.

8. Select the name of the person (or organizational account) from whom you received delegate access.

9. Select the **Add** button. The delegated account is added to your OWA sidebar.
The delegated account now appears in your OWA sidebar. An example is shown below.

Repeat these steps to add additional delegated accounts to your OWA.
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