# Reschedge: Delegate access in Microsoft Outlook, Office 365 and Exchange

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If the Exchange or Office 365 integration was set to dedicated mailbox & delegation, delegate access must be granted on a user-by-user basis. Delegation grants permissions to the dedicated mailbox to create events on behalf of Users, and by default, can only read your meeting requests and responses.

To grant delegate access, you will need the email address of your organization's dedicated Reschedge mailbox.

After setting up delegate access, visit the Diagnostics section and confirm that all tests pass.

#### 1. Delegate access in Outlook

If you're using Outlook, the first two steps depend on your Outlook client version. The further configuration steps are the same in all versions.

#### In Outlook 2010 and up:



- 1. Click on the File tab
- 2. Click on the Account Settings drop-down menu, and choose Delegate Access

#### In Outlook 2003 & 2007:

1. From the Tools drop-down menu, select Options



1. A dialog box will appear. Select the Delegates tab

rerences   Mail Setup   Mail Format   Spelling   Security   O Delegates	ther Delegates
Delegates can send items on your behalf. To grant p others to access your folders without also giving the send-on-behalf-of privileges, go to the Properties di folder and change the options on the Permissions ta	permission to m alog box for each b. Add
	Remove
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#### Further steps in all Outlook versions:

 If the Reschedge user is not present, click on the Add button. If the dedicated mailbox is already present, select it and click on **Permissions**.
 If Add doesn't appear, an active connection might not exist between Outlook and Exchange. The Outlook status bar displays the connection status.

responding to meeting requests. If you was permissions without giving send-on-behalt dialog box, right-click the folder, click Char and then change the options on the Permis	nt to grant fo f-of permissio nge Sharing P ssions tab.	lder ns, close th ermissions,
		Add
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Deliver meeting requests addressed to me a requests where I am the organizer to: My delegates only, but send a copy of m responses to me (recommended) My delegates only	and response: neeting reque	s to meetin sts and
O My delegates and me		

 In the Add Users dialog box, choose the dedicated Reschedge mailbox, click Add and then click OK

Add Users					X
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reschedge	Go	Global Address List -	autoria ana	~ Adva	nced Find
Name	Title		Business Phone	Location	
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🚫 Steven Barbour					
🚨 Suzie Musin					
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🚨 Yolanda Gold					~
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Add -> Reschedge					
				OK	Cancel:

1. The Delegate Permissions window will appear. Choose Editor permissions for the Calendar, check the box that reads "Delegate receives copies of meetingrelated messages sent to me", and click OK

✓ Delegate receives copies of meeting-related messages sent to r         Tasks       Editor (can read, create, and modify items)         ✓       Inbox       None         ✓       Contacts       None         ✓       Notes       None		alendar	Editor (can read, create, and modify items)	~
Tasks       Editor (can read, create, and modify items)         Inbox       None         Contacts       None         Notes       None	<u>د</u>	/ Delega	te receives copies of meeting-related messag	es sent to n
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1. In the Delegates window, select the option to deliver meeting requests to "My delegates and me", and click **OK** 

3	responding to meeting requests. If you permissions without giving send-on-b dialog box, right-click the folder, click and then change the options on the F	u want to gran ehalf-of permi Change Sharin ermissions tab	t folder ssions, close thi ng Permissions,
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	Deliver meeting requests addressed to requests where I am the organizer to: My delegates only, but send a copy responses to me (recommended) My delegates only My delegates and me	me and respo	nses to meeting quests and

### 2. Delegate access in Office 365

1. From your Office 365 calendar, right click on your main calendar and choose Sharing permissions

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 Enter and select the Reschedge dedicated mailbox in the "Share with" field. If needed, click on Search Directory to locate that mailbox in your Office 365 Exchange server

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Send 🗙 Discard				
Delegates will receive copies of all your invitations.				
Share with:				
R Reschedge	Delegate		•	×
Let delegate view private events	Availability only			
Subject:	Limited details Full details			
I'd like to share my calendar with you	Editor			
Calendar:	✓ Delegate			
Calendar 🔹				

- 1. Choose "Delegate" from the sharing permissions drop-down menu, and click **Send**
- 2. Right-click on your main calendar again, and choose Permissions...
- 3. On the Delegates section, select that invitations will be sent to "Both my delegate and me" and click **Save**

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Save X Discard						
Calendar						
Delegates						
Send invitations and responses to:	Both my delegate and me 💌					
	Delegate only. Send me notifications.					
People inside your organization	Delegate only					
R Reschedge	<ul> <li>Both my delegate and me</li> </ul>					
Let delegate view private events						
People outside your organization						
Public calendar	Not shared 💌					

# 3. Delegate access using Windows PowerShell (for advanced Users):

The Exchange admin within your organization can also grant delegate access on behalf of each User. This can save Users the hassle of configuring delegate access.

Delegate access permissions can be granted using Windows PowerShell.

In Windows PowerShell enter:

```
[PS] C:\Windows\system32>Set-MailboxFolderPermission -Identity enduser@do
main.com:\Calendar -User reschedgeuser@domain.com -AccessRights Editor
```