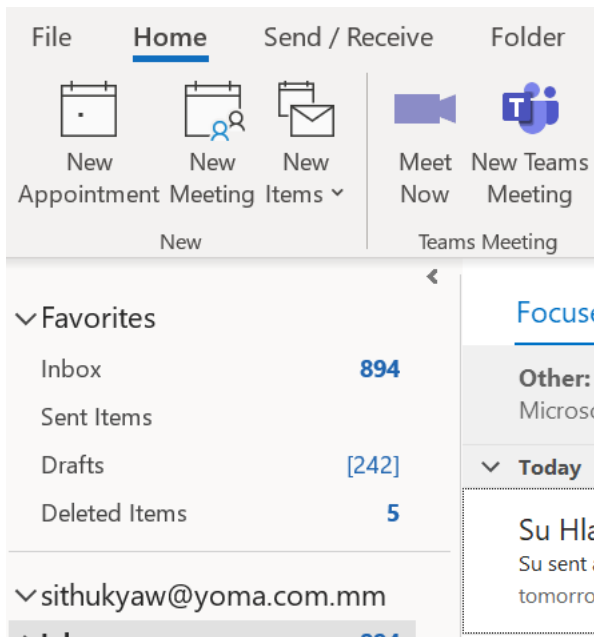
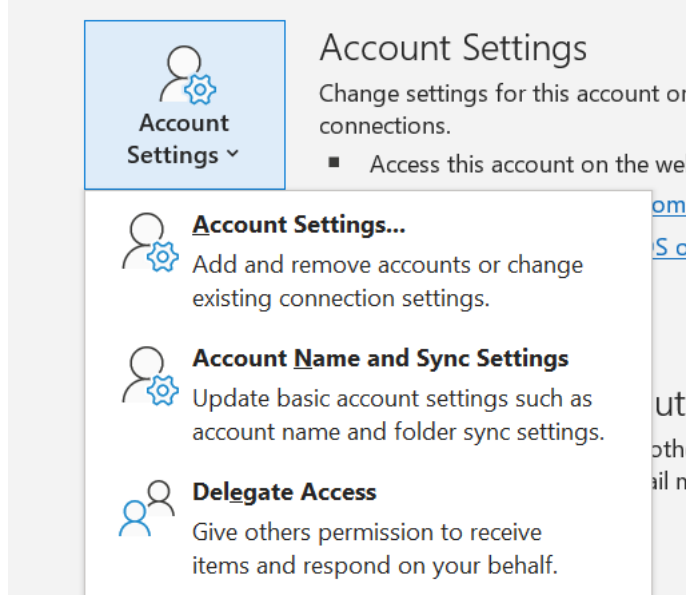


## Calendar Sharing (Delegate)

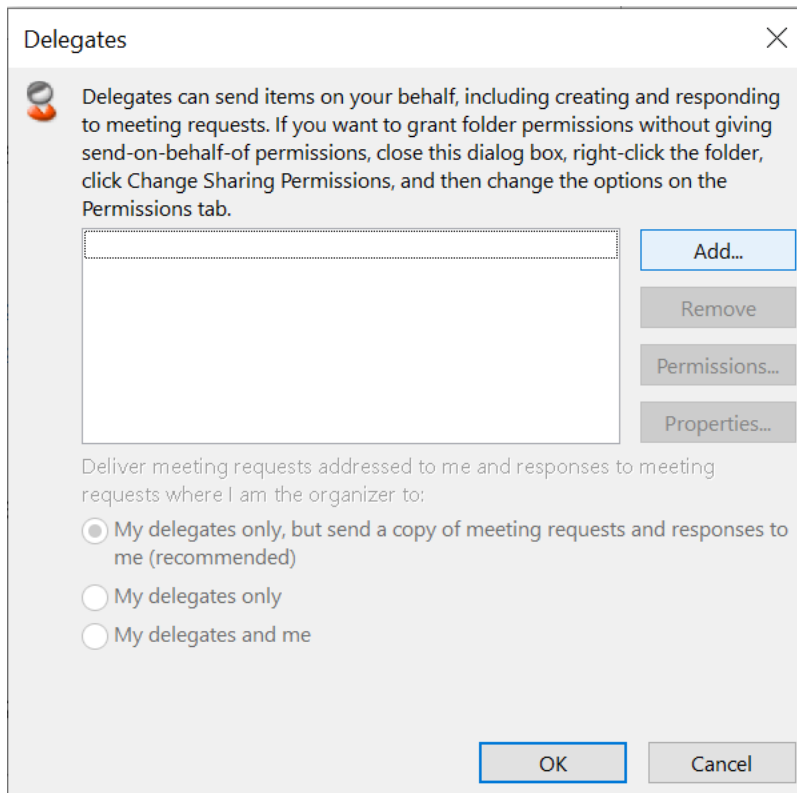
1. Open the Outlook app and click on File Tab.



2. Select the “**Account Setting**” and choose the “**Delegate Access**”.



3. When the “Delegates” pop-up is appear, click on “Add” button.



4. You can search and select who you want give access to and click “OK”.

Add Users

Search:  Name only  More columns **Address Book**

Offline Global Address List - sithukyaw@yoma.c ▾

Name	Title	Business Phone	Location	Departmer
10 Mile	Operation			Operation
2019 - Deloitte Audit				
2019 Deloitte Audit - F...				
2c				
2C_Birthday				
A5_MANAGEMENT	All		TED	A5-Mange..
AA				
AA Junction City	Manager	09440044001		F&B
AA Marketing				
AA Myanmar Plaza	Manager	09440044002		F&B
Aatrey Saxena	Associate	+9594453396...	The Campus	Strategy an
ABC				
Abdel Ghani Jaroudi	Chief Financial Officer	+9599777033...	The Campus	Finance
Account & Admin (Up...				

5. Delegate Permissions pop-up will appear, check and select which you want give access to and click “OK”.

Delegate Permissions: Thant Zin Win

This delegate has the following permissions

Calendar	Editor (can read, create, and modify items) ▾
<input checked="" type="checkbox"/> Delegate receives copies of meeting-related messages sent to me	
Tasks	Editor (can read, create, and modify items) ▾
Inbox	None ▾
Contacts	None ▾
Notes	None ▾

Automatically send a message to delegate summarizing these permissions

Delegate can see my private items