

Allow someone else to manage your Mail and Calendar

Note: _____

In this article

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1. What Does Delegate Access Do?

Note:



LIBRARY
UNIVERSITY
SERVICES

Allow someone else to manage your Mail and Calendar

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2a. Make Someone My Delegate.

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2b. Make Someone My Delegate.

Note

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2c. Make Someone My Delegate.

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2d. Make Someone My Delegate.

Please note:



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3a. Change Permission For a Delegate.

File

Account Settings

Delegate Access

Permissions

Note:

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3b. Change Delegate Access Permission For a Delegate.

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4a. Change Delegate Access to Private Items.

Tags

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4b. Change Delegate

QUESTIONS ?

If you run into any issues, or have further questions, feel free to reach out to us!

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF