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Delegate access enables you to grant additional permissions, such as allowing a delegate to create email messages or respond to meeting requests on your behalf.

To setup delegate access:

1. Click the File Tab.
2. Click Account Settings, and then choose Delegate Access.
3. Click Add.
4. Type the name of the person whom you want to designate as your delegate and click Add. Then select Ok.

Delegate Permission Levels:

**Reviewer:** The delegate can read items in the manager’s folder.

**Author:** The delegate can read and create items, and change and delete items that he or she creates.

**Editor:** The delegate can do everything an Author has permission to do and can additionally change and delete the items the manager created.
5. In the Delegate Permissions dialog box, select the access levels for Exchange folders and click Ok.
6. Navigate to back to the home screen by clicking the Arrow in the upper left corner of your screen.
7. Right click on the root of your mailbox and select Folder Permissions. This item is generally delineated by either your email address or full name.
8. Under the folder permissions window, click Add and select the same individual to whom you previously delegated access.
9. Select the user you just added from the top of the screen and check Folder Visible.

To delegate access to a shared mailbox, first create an Outlook profile on the user’s Outlook account, and start Outlook with that profile. The steps to delegate access must be performed after the profile has been created.
MAIL Using a Delegate Mailbox

Add Another Person’s Mailbox to Your Profile
1. Click the File tab.
2. Click Account Settings, and then click Account Settings.
3. On the Email tab, click the Exchange account type and select Change.
5. On the Advanced tab, under Open These Additional Mailboxes, click Add. Then enter the mailbox name of the person whose mailbox you want to add to your profile.

Open Another Person’s Folders
1. Click the File tab.
2. Click Open & Export.
3. Click Other User’s Folder.
4. In the Name box, enter the name of the person who granted you permission, or click Name to select from a list.
5. In the Folder Type list, choose the folder that you want to open. Then click Ok.
MAIL Junk Mail Settings

How to Set Your Junk Email Filter

1. On the Home tab, click the Junk button.
2. Open the Junk Email Options.
3. Choose a level of junk email protection and click OK.

In the Junk Email Options box, you can also set Safe Senders and Blocked Senders under the appropriate tabs.

Another way to set safe and blocked senders is to right click on the email message, go to Junk, and select an option.
After several people reply to an email, you end up with several copies of the same email in your inbox. Folder Cleanup is a tool that Outlook created to delete redundant copies of an email. This tool not only saves space, but it also helps navigate through email more efficiently.

1. Under the Folder tab click on Clean Up Folder.
2. Choose Clean Up Folder to delete redundant messages out of the current folder you are in.
3. Choose Clean Up Folder & Subfolders to delete redundant messages out of both the current folder and subfolders.
Sharing Your Calendar
1. Navigate to the Calendar section of your Outlook account.
2. Select the calendar you want to share.
3. Click Share Calendar located on the right side of the Home tab.
4. Add the appropriate information into the email message that appears.
5. Click Send.

Opening A Shared Calendar
1. Open the Email that contains the calendar sharing invitation.
2. Click Open this Calendar located on the left of the Share tab.
Resource objects in Outlook are assigned to a responsible party for proper management. The responsible individual will accept, reject, or reschedule requests from others within the organization to ensure that the resource is properly managed.

Once you have been issued a resource object by IT, the resource account should automatically display in the left hand side of your Outlook client. You can access the Inbox and other items within that resource.

Navigate to the Calendar in order to view scheduling items for your resource. As individuals within the organization attempt to schedule your resource you will receive scheduling requests in both your personal mailbox as well as the resource’s mailbox. You can accept, deny, or reschedule the request from either mailbox and all changes will be synced appropriately.
1. Navigate to your contact list.
2. Select **Share Contacts** located on the right side of the **Home** tab.
3. Enter the names of those you want to share your contact list with.
4. Click **Send**.
EFFICIENCY TOOLS Rules

1. Select Manage Rules and Alerts from the File tab.
2. Click New Rule
3. Choose which types of rules you want to create and click Next.
4. Under Step One check the conditions under which you want the rule to be applied.
5. Click each of the blue underlined words under Step Two and type what words or folders you want the rule to be applied to in the Search Text window that appears. Click OK.
6. Click Next.
7. Name the rule you just created and check the appropriate Rule Options.
8. After reviewing your Rule in the bottom of the window, click Finish.
EFFICIENCY TOOLS Quick Parts

1. Open a **new email** and insert any text, graphs, or pictures into the body of the message that you want in the Quick Part.
2. Highlight the message by clicking and dragging your mouse over it.
3. On the **Insert** tab, click **Quick Parts**.
4. Choose **Save Selection to Quick Part Gallery**.
5. Select the appropriate options on the **Create New Building Block** window.
6. Click **OK**.
7. New **Quick Parts** are listed under the **Quick Parts** icon on the **Insert** tab of a new email.

Quick Parts are ways to save segments of text, graphs, or pictures so that you can insert them at the click of a button.
Quick Steps are tools that enable you to apply multiple actions to an email message at the same time. Outlook has seven built-in Quick Steps which you can personalize, but you can also create your own.

1. Click **Create New** below the Quick Steps that Outlook has provided on the **Home** tab.
2. In the **Edit Quick Step** window, type a name for the new Quick Step and assign what actions you want it to accomplish.
3. When you are finished editing, click **Finish**.
4. New Quick Steps are listed in the middle of the **Home** tab with the other Quick Steps.