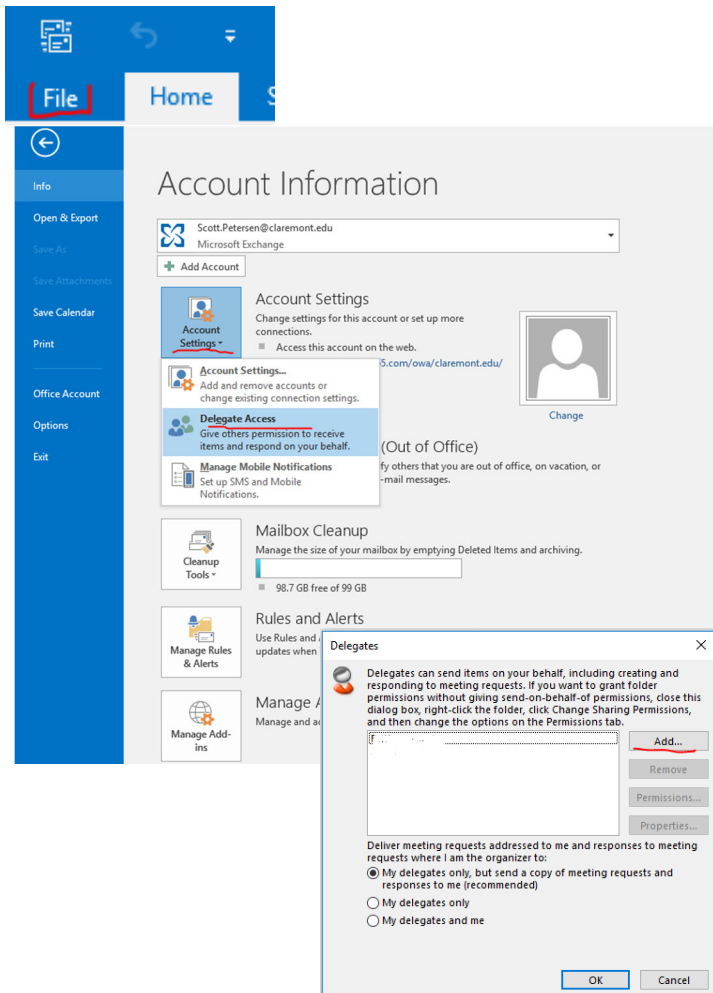


# Office 365 at TCCS

## Send on Behalf/Send As Permissions

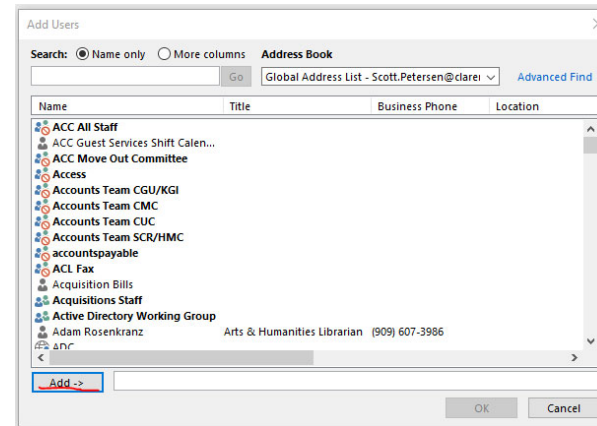
### 1. Open the Delegates window

At the top of outlook click **File** > choose **account settings** > click **delegate access**. A new Delegates box will appear



### 2. Add the person you want to give access to.

Click Add on the Delegates box, The Add Users box will appear. Search for the user you want to delegate access to, highlight their name and then click add.



### 3. Choose type of permissions

Click the drop down next to Inbox and select the type of permissions for the user. Once you have made your selection click ok then click ok on the Delegates window.

