

Add delegate for your Calendar, Mail, Contacts

General Info

[Allow someone else to manage your mail and calendar \(microsoft.com\)](#)

Delegate Methods (Depending on your Outlook Platform):

How to add in [New Outlook](#)

How to add in [Classic Outlook](#) (This is the Recommended way to get access to all delegate settings, but you'll need to be on Windows.)

How to add in [Outlook on the Web](#)

How to add in [Outlook on macOS](#)

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