Setting up delegate access to your Inbox and Calendar

Delegate access to your Inbox and calendar means that you are giving another user the ability to manage and update your email and calendar. The delegate will have the ability to read and respond to your email, as well as create and send new email as the owner of the account. They will have the ability to create and manage calendar events as well.

As an end user of the system, you can set up delegate permissions to your calendar yourself. However, if you wish to add delegate permissions to your mail and calendar, you will need to open a service request with the LCC Help Desk and an Office 365 administrator will add the necessary permissions for you.