Calendar Delegation

The below links point to Microsoft Help Pages that detail how to delegate your calendar:

- Outlook on the Web (OWA)
  - Calendar delegation in Outlook on the web for business
  - Manage someone else's calendar in Outlook on the web
- Outlook for Windows
  - Allow someone else to manage your mail and calendar
  - Manage another person's mail and calendar items
- Outlook for Macintosh
  - Add and manage delegates in Outlook 2016 for Mac
  - Options for sharing and delegating folders in Outlook 2016 for Mac

Related articles

- How to access UGAMail
- How to export or backup your email and contacts?
- I cannot find someone in the Global Address List. How can I share my calendar with them?
- Calendar Delegation
- I cannot be found in the Global Address List. How do I fix this?

Request Support

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