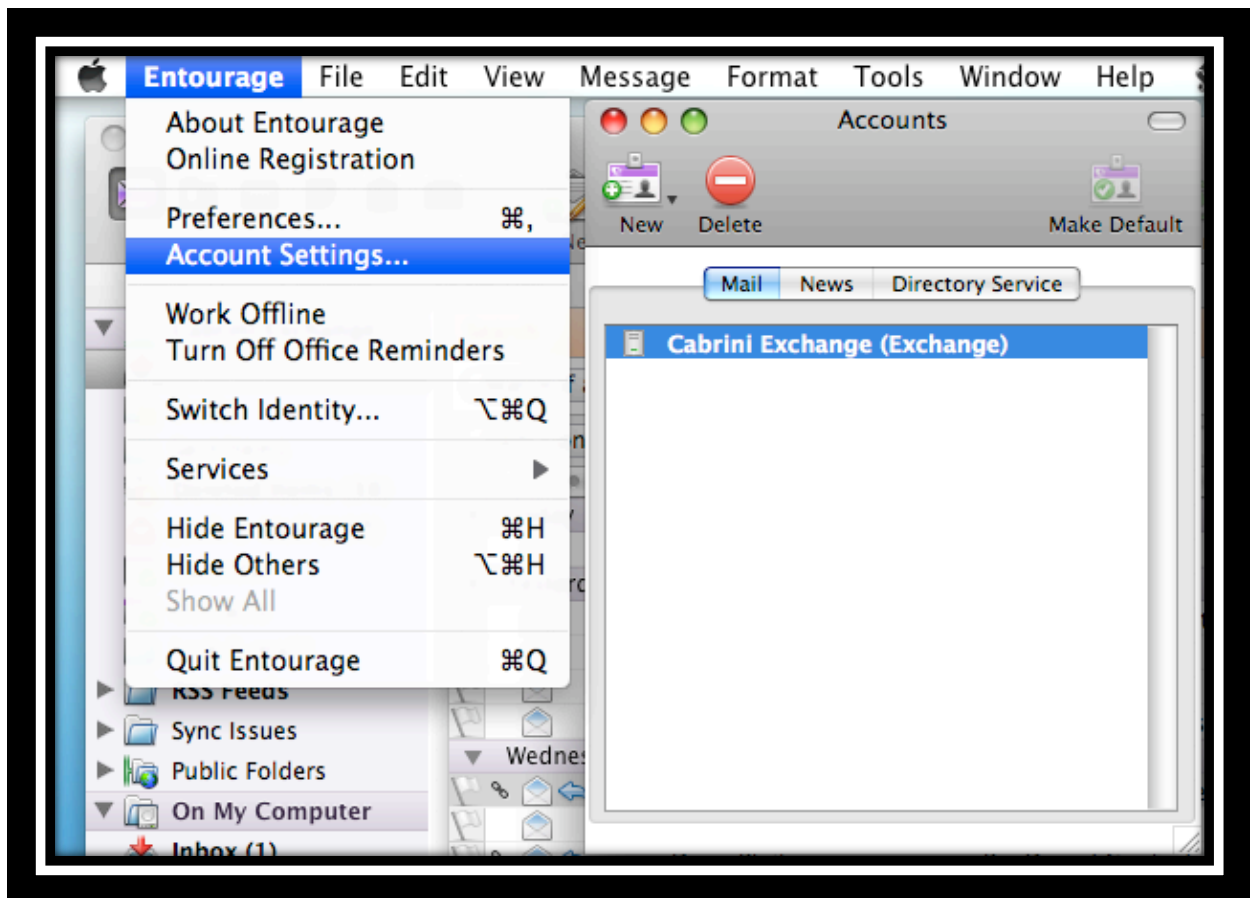


Configuring Delegates in Microsoft Entourage (Mac OS X)

Such as in Microsoft Outlook, you are able to set delegate permissions through Microsoft Entourage. Below are instructions on how to set such permissions.

1. Go to Entourage at the top of the screen near **Apple** and select *Account Settings*.
2. You will see the (Exchange) account if the account has already been configured for Entourage.



3. Double click on the Exchange account (It's highlighted on the right). You should now see the image below.

The screenshot shows a 'Account Settings' dialog box with the following sections:

- Account Settings** (selected tab): Account name: Cabrini Exchange
- Personal information**: Name: [empty], E-mail address: [empty]
- Authentication**:
 - Use my account information
 - Account ID: [empty]
 - Domain: [empty]
 - Password: [empty]
 - Save password in my Mac OS keychain
 - Use Kerberos authentication
 - Kerberos ID: None
- Server information**:
 - Exchange server: exchange.cabrini.edu
 - This DAV service requires a secure connection (SSL)
 - Override default DAV port: 443

[Learn about connecting to an Exchange account](#)

Buttons: Cancel, OK

4. Click on the delegate tab and you should now see the window you want to modify. This will list any current delegates configured for your account. In this case, Dennis has read permissions for my calendar. To add or remove a delegate, simply click *Add* or *Remove*. If you select *Add*, you will be asked for the user ID of the person you want to give permissions to. You can also select the type of permissions you want the user to have. To *Remove* a user, simply select their name in the window below and click *Remove*.

Edit Account

Account Settings

Options

Advanced

Delegate

Mail Security

My Delegates

The following delegates can send items on your behalf. To grant permission to others to access your folders without also giving them on-behalf privileges, go to the Properties dialog for each folder and change the options in the Permissions tab.

Callahan,Dennis <djc39>

Set Permissions...

Add...

Remove

Users I am a delegate for

As a delegate, you may access and manage Address Book contacts, Calendar events, and Mail messages for the following users. To do so, add the account owner to the following list:

Advanced...

Add...

Remove

Cancel

OK