

Working with an email account as a delegate in Outlook

This covers how to send email, respond to meeting requests, etc. for an email where you are a delegate.

Respond to meeting requests for another person

1. Open the other person's **Inbox** if his or her meeting requests are not sent to you directly.
2. Open the meeting request.
3. Click **Accept**, **Tentative**, or **Decline**.

Send a meeting request for another person

1. Open the other person's calendar.
2. On the **Home** tab, in the **New** group, click **New Meeting**.
3. Enter the attendees, subject, location and start and end times as usual.

To create an email message on behalf of another person

1. In **Mail**, on the **Home** tab, in the **New** group, click **New E-mail**.
2. In the **From** box, type the name of the person on whose behalf you are sending the message, or select it from the drop-down menu.
3. Address, create and send the email as usual.

To reply to an email message on behalf of another person

1. In the other person's mailbox, select the message you want to reply to on his or her behalf.
2. On the **Home** tab, in the **Respond** group, click **Reply**, **Reply All**, or **Forward**
 - a. If you have opened the message, this would be in the **Message** tab.
3. In the **From** box, type the name of the person on whose behalf you are sending the message, or select it from the drop-down menu.
4. Address, create and send the email as usual.

To save sent items in another person's Sent Items folder

When email messages and meeting requests are sent by a delegate on behalf of someone, a copy of each item is saved in the delegate's **Sent Items** folder.

As an alternative, the account owner can grant permission to his or her **Sent Items** folder to the delegate. Delegates can then move or copy the items from his or her own **Sent Items** folder to the account owner's **Sent Items** folder.

The account owner should do the following:

1. In the **Navigation Pane**, right-click the **Sent Items** folder.
2. Click **Change Sharing Permissions**.
3. On the **Permissions** tab, click the name of the delegate.
4. Under **Permissions**, in the **Permission level** list, click **Editor (can read, create and change items)**.
5. Click **OK**.

Turn off Desktop Alerts for an owned account

By default, Outlook's Desktop Alerts will display alerts for all connected accounts. If you want to turn it off for your owned (managed) account, first you'll need to disable Desktop Alerts:

1. Click **File**.
2. Click **Options**.
3. Click **Mail**.
4. In the **Message Arrival** section, uncheck **Display a Desktop Alert**.
5. Click **OK**.

Then, create a rule in your email account to display alerts for the account(s) you want displayed.

1. Click **File**.
2. Click **Manage Rules and Alerts**.
3. Make sure your **Inbox** is selected in **Apply changes to this folder**.
4. Click **New Rule...**
5. Choose **Apply rule on messages I receive**
6. Click **Next**.
7. Uncheck any conditions, and click **Next**.
8. Click **Yes** to the warning about the rule being applied to every mail message received.
9. Click **display a Desktop Alert**.
10. Click **Next**.
11. Click **Next** again.

12. Give it a name if you want and click **Finish**.

Display the From button in mail messages

1. Open a new email message.
2. Click **Options**.
3. In the **Show Fields** group, click **From**.

Related articles

See also [Managing a Delegate Account in Outlook](#)

Content by label

There is no content with the specified labels