

# How to Remove Delegates from Your Outlook

A Delegate is a person you have granted access to your Mailbox folders and granted additional permissions like sending messages or answering email on your behalf.

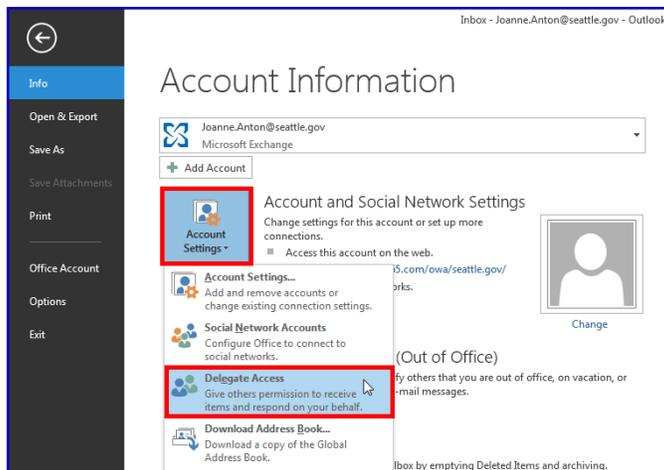
Delegate Access is most commonly used between a Manager and an Assistant, who processes the Manager's incoming meeting requests or e-mail messages and coordinates the Manager's schedule.

Before the email; migration, remove all Delegate permissions by following these steps:

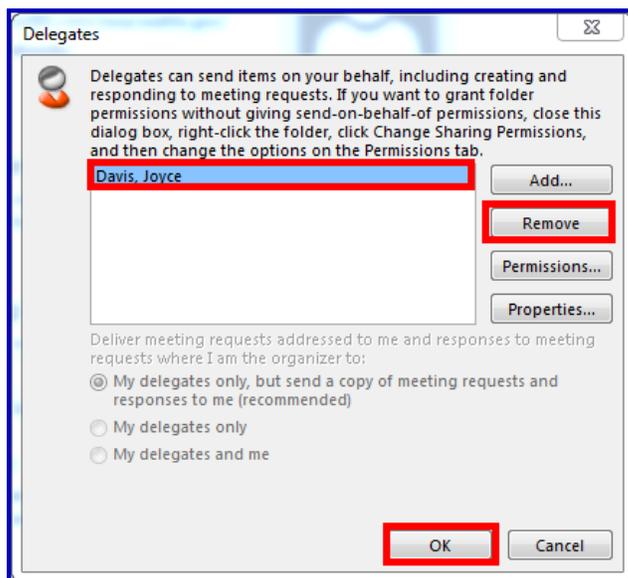
1. In Outlook, click the File Tab.



2. Click the Account Settings button and Delegate Access.

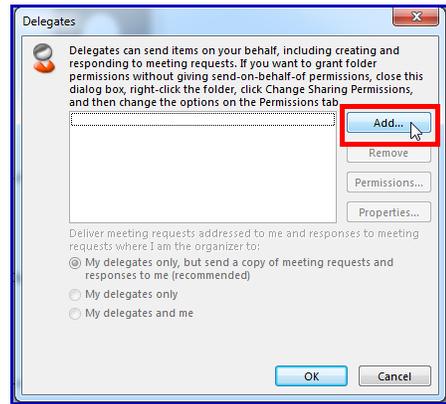
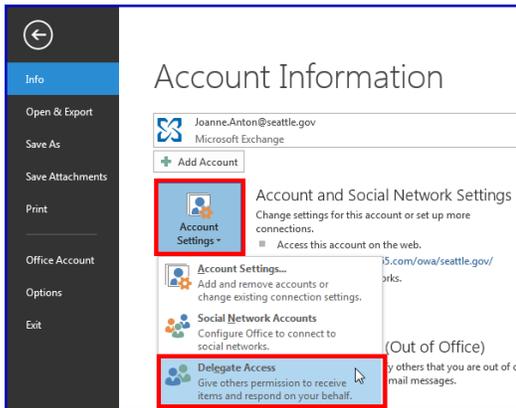


3. Select the name of your Delegate and click the Remove button. Click OK.

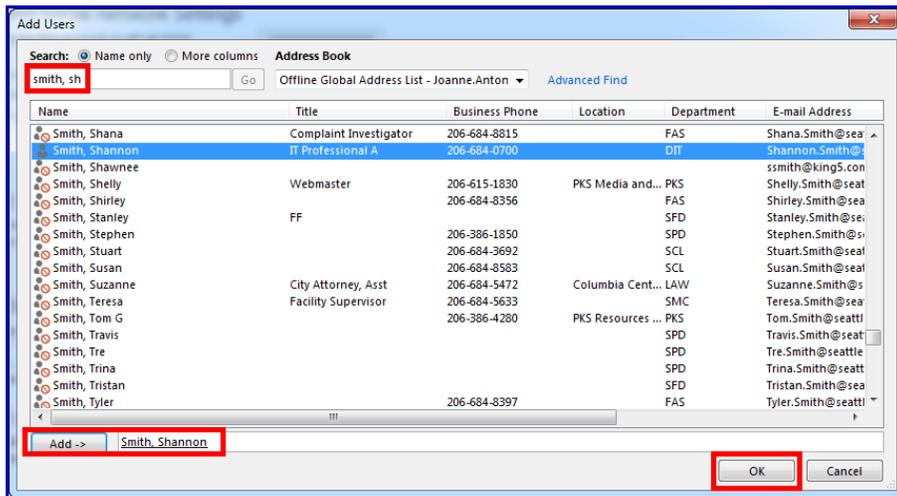


#### 4. Re-add your Delegates after the migration:

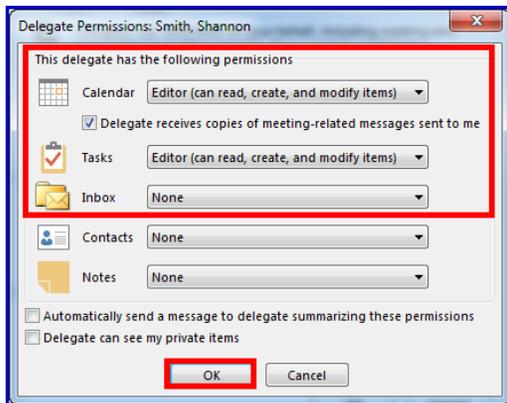
Go to File – Account Settings – Delegate Access → Click Add



Search for Name – click Add – Click OK



Select Permissions to grant – Click OK



→ Delegate is added – Click OK

