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[Establishing Your  
Delegate Status](#)

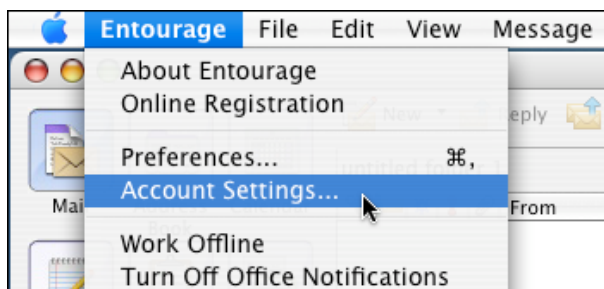
[E-Mail](#)

[Calendars](#)

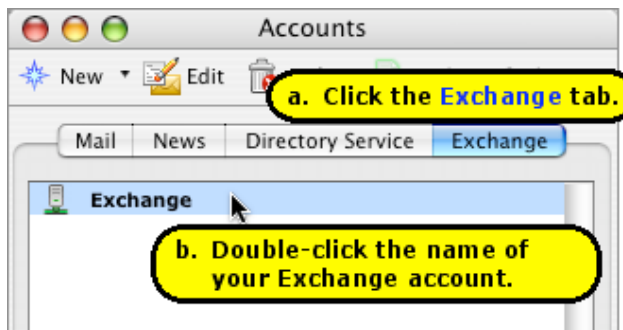
## Establishing Your Delegate Status

After someone has established you as a delegate, you must configure Entourage to be able to work as that person's delegate.

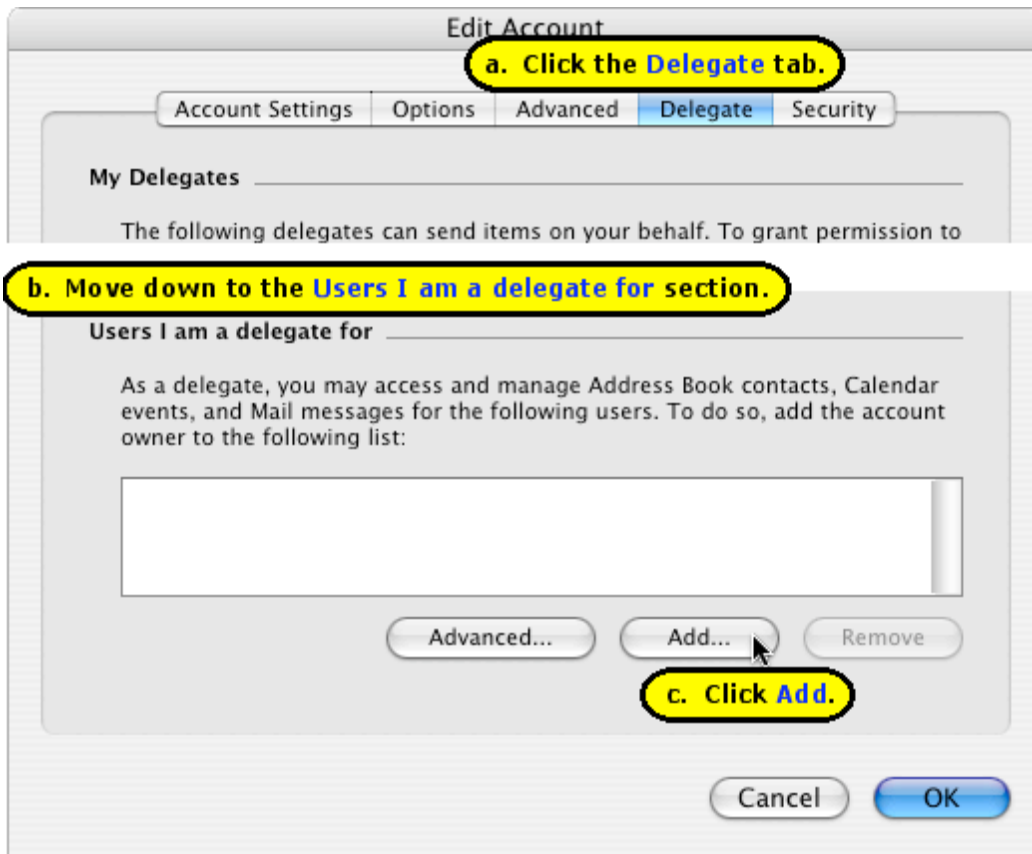
1. Under the **Entourage** menu, select **Account Settings**.



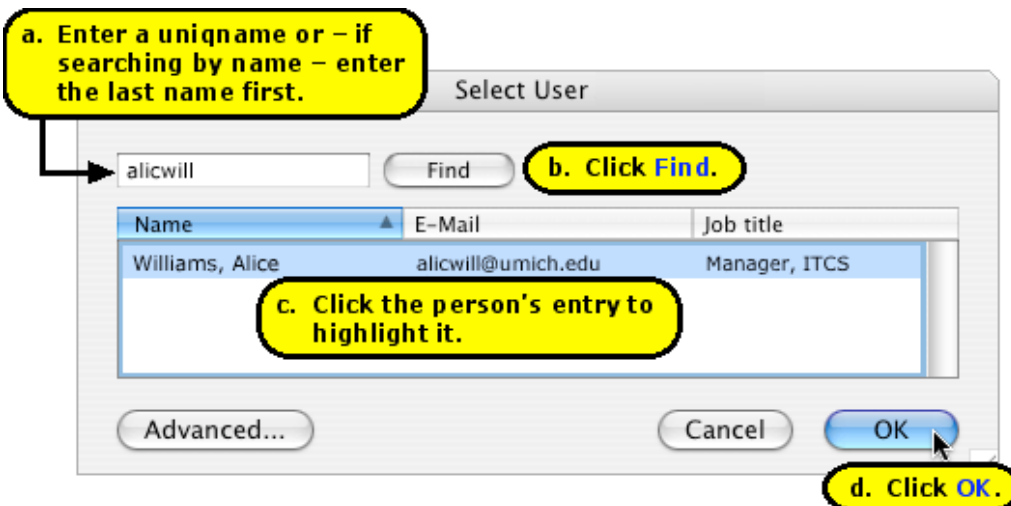
2. In the Accounts window:



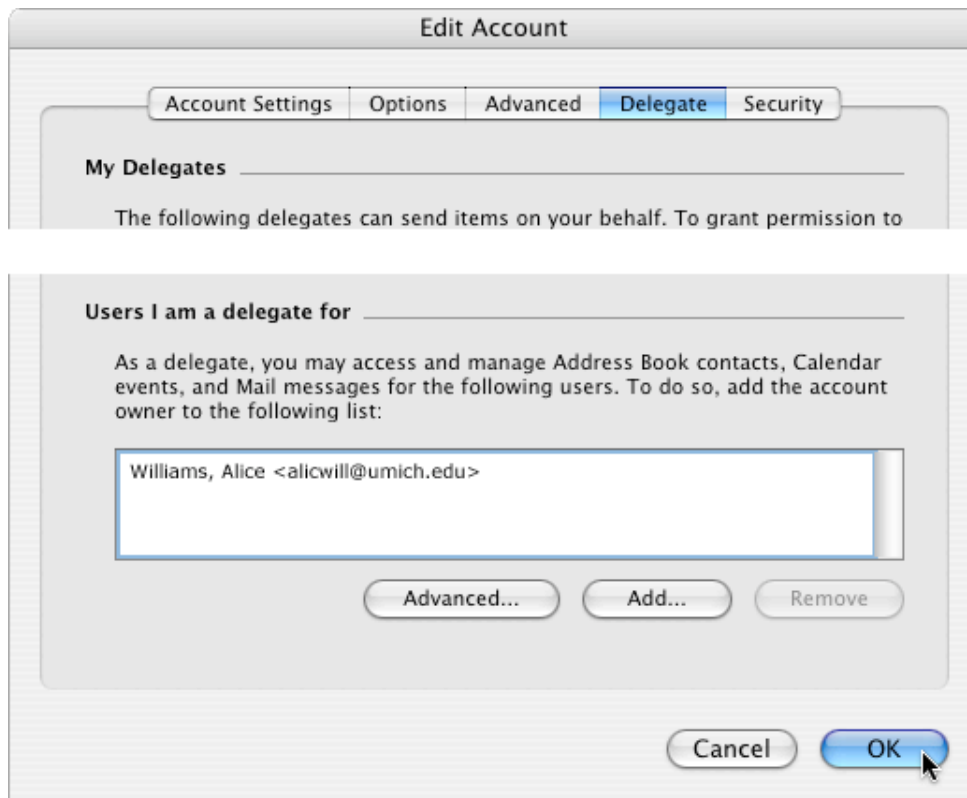
3. In the Edit Account window:



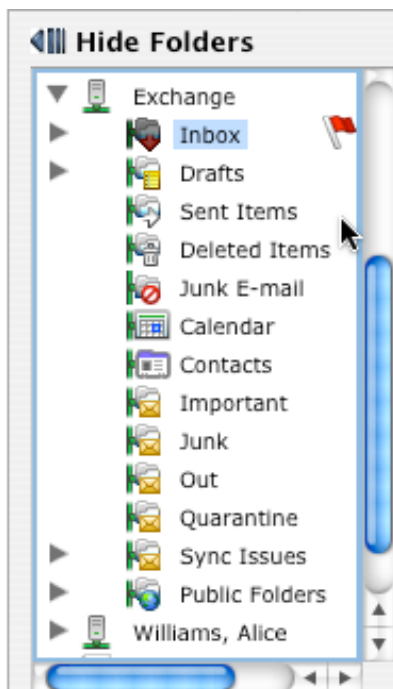
4. In the Select User window:



5. Back in the Edit Account window, click **OK**.



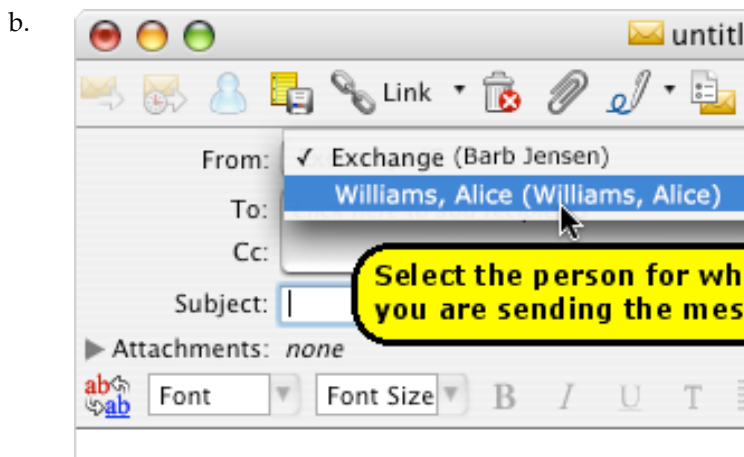
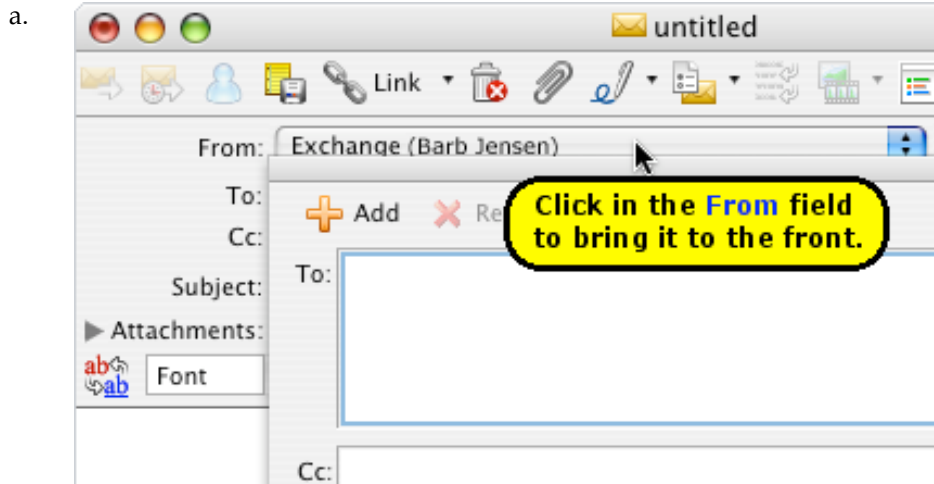
6. The person will be added to your folder list.



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## E-Mail

1. Log in to Entourage as yourself.
2. Create a new e-mail message.
3. In the new message window:



- c. Complete the message and send as you normally would.

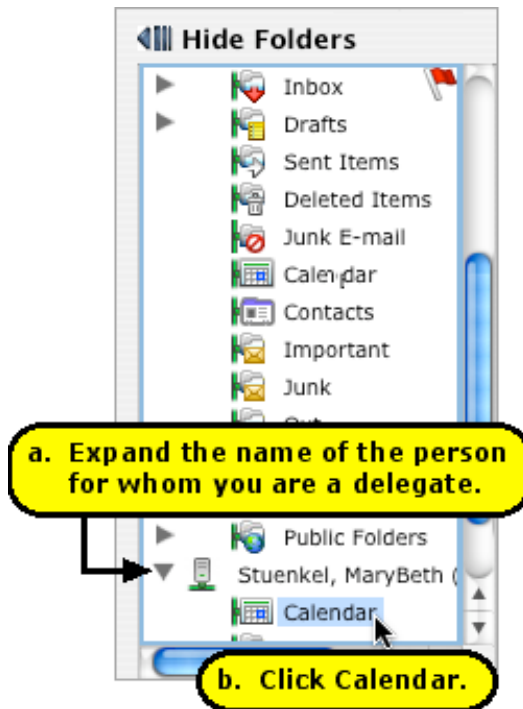
**MESSAGE UNDELIVERABLE?** If your message is returned as undeliverable, you do not have permission to "Send on Behalf" or "Send As." The person who provided you with delegate permission must correct your permission access.

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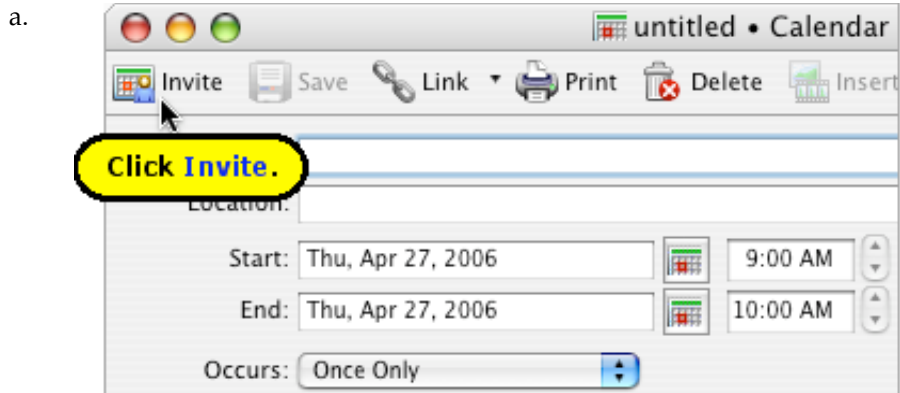
## Calendars

If you have delegate permission for another person's calendar, you can schedule for that person:

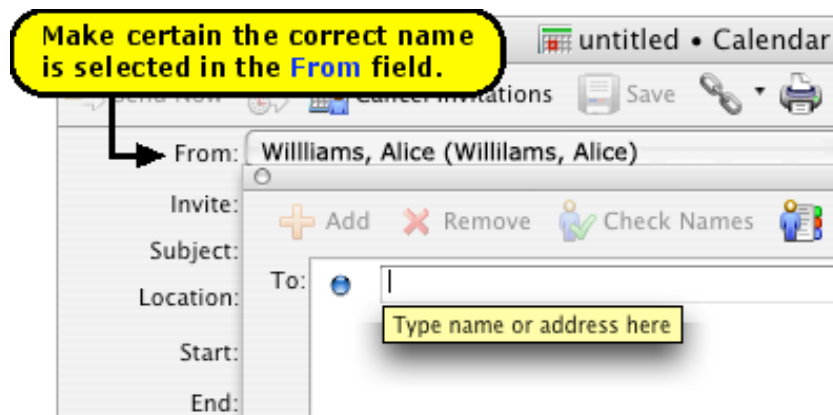
1. Log in to Exchange as yourself.
2. In the Folder list:



3. In that person's Calendar:



b.



4. Prepare and send the invitation as you normally would

**NOTE:** In e-mail, the recipient of a proposal sees the message as being initiated from the person whose calendar you are working in but with you as the sender. The recipient's response only goes to the person who's calendar you're working from.

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