**To view delegates and their permissions:**

Open Outlook, click **File** tab **| Info** | **Account Settings** then **Delegate Access**:

 

Highlight users name and click on permissions. A separate window will open showing permissions:



**Use this area to record users, folders and permissions to recreate after the move.**

**Please save to H:!**

|  |  |  |  |
| --- | --- | --- | --- |
| Delegate / User | Folder | Permissions | Meeting request |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |