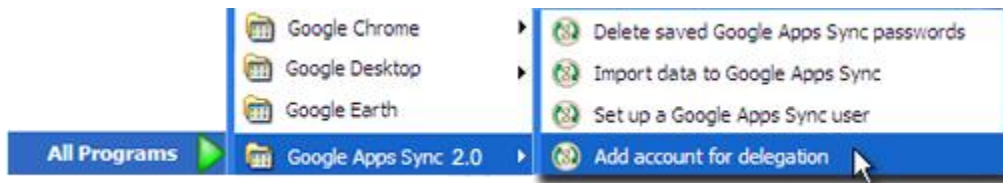


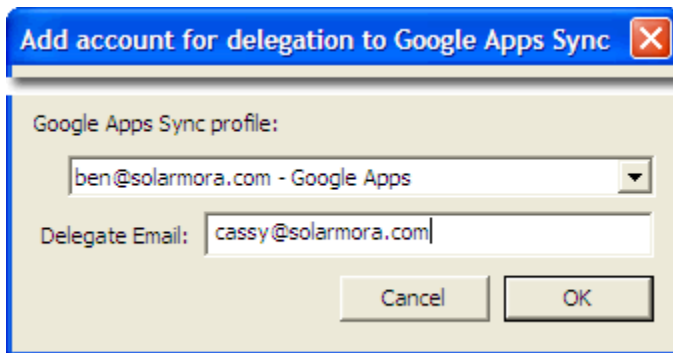
## How to Add Account to Act as delegate in Google Apps Sync

If someone at Southern Seminary grants you access to their Gmail or Google Calendar account, you can use **Google Apps Sync for Microsoft Outlook®** to manage that person's mail or calendar from Outlook.

1. Have the person grant you access to their Google email account and/or their Google Calendar (separate instructions provided for this process).
2. Go to the **Windows Start menu**, open **All Programs**, and choose **Google Apps Sync > Add account for delegation**.



3. From the dialog, choose your **Google Apps profile** (if more than one Outlook profile is available). Then enter the person's **Email** address.



4. If you're accessing the person's calendar, **configure your calendar notifications** to receive his or her calendar notifications in your own mail Inbox.

### How to configure notifications

1. Sign in to **Google Calendar**, click **Settings**, and open the **Calendars** tab.
2. Click the **Notifications** tab next to the person's calendar (that's been shared with you).
3. Check the **Email** box for each type of notification you want to receive (for new invitations, changed invitations, and so on).
5. If you've been granted access to the person's calendar but *not* their email, configure your Gmail settings to **send mail from the person's address**, as described below. (If you have access to the person's email, skip this step.)

### Send mail from another address

1. Sign in to Gmail and click **Settings**.
  2. Click the **Accounts** tab.
  3. Under **Send Mail as**, click **Add another email address you own**.
  4. Enter the person's **Name** and **Email address**, and click **Next Step**.
  5. Click **Send Verification**. This sends an email to the person's address with instructions on verifying that you can send from their address (typically the person just clicks a link in the email to verify).
6. You can now begin sending mail and managing calendar invitations on the other person's behalf.