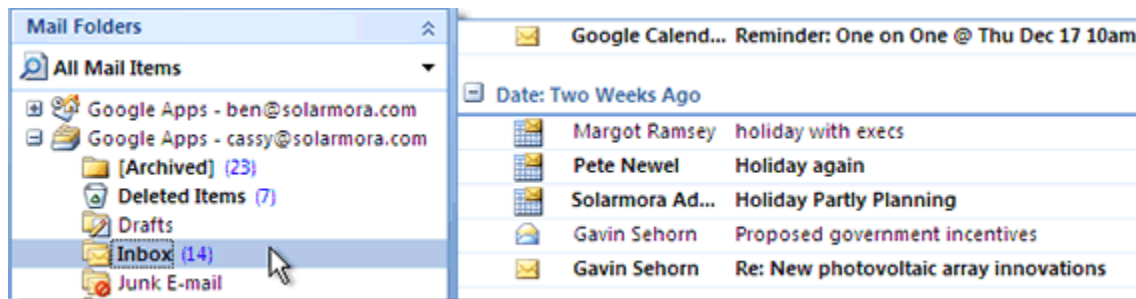


How to Use Delegated Google Email Accounts and Calendars

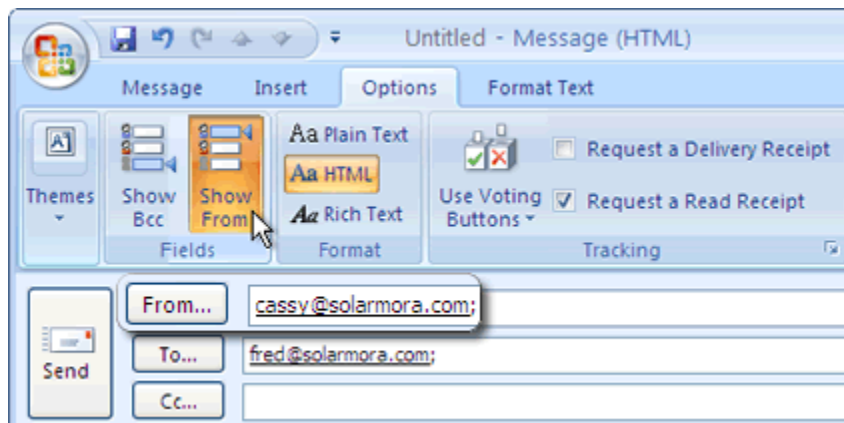
Important Note: **Some data doesn't sync:** Color categories, reminders, and other information specific to Outlook don't sync with Google Apps and therefore won't sync between you and the person that has delegated to you. If you flag a message in the other person's Inbox, the other person will see the flag (because flags do sync). But choosing a color category or adding a reminder doesn't show up for the other person, who will have to add the category or reminder, themselves.

Delegated Google Email Accounts:

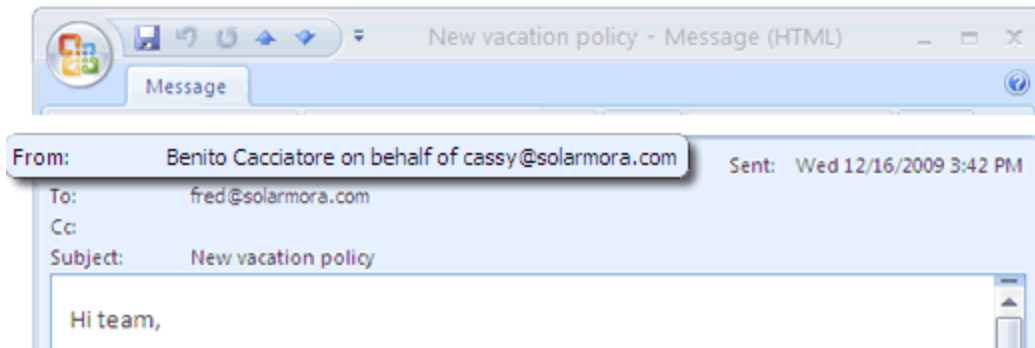
The delegated Google email account appears in **Mail Folders** underneath your own (you might have to scroll down or collapse your account to see it). If that person also grants you access to their mail, you can open their mail folders and read, delete, send, and reply to their messages.



To send a message on the account owner's behalf, click **Show From** on the **Options** tab at the top of the window where you compose the message. Then enter the owner's address in the **From** field that appears.

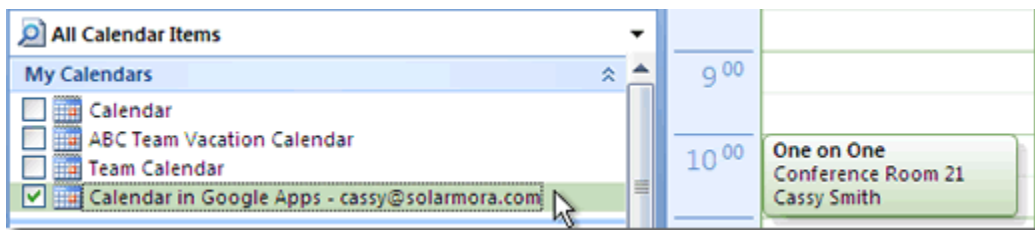


Your message shows the sender as **Your Name on behalf of Account owner's name**. Messages you reply to on the owner's behalf show the sender this way, too.



Delegated Google Calendars:

If you have been granted permission to make changes to another person's Google calendar, you can open the calendar from your profile and manage events on the owner's behalf.



Create events in the other person's calendar, and accept or decline invitations. If you're working in the person's *primary* calendar, the **Organizer** of any invitations you send appears as **You on behalf of Calendar Owner**.

