Setting up Email Delegation in Lotus Notes

It is also suggested you don’t leave setting up delegation to the last minute, so that it can be checked to make sure it is working.

In Lotus Notes, Click on “Actions” then “Tools” and finally “Preferences”.

You will now have a Preferences window with a series of Tabs. You will select the tab for “Access and Delegation”

Using the tab “Access to your mail and Calendar” allows you to provide levels of access either for one person or even different access for different people. (you will notice you can also remove delegation access).

Now click on “Add a person or group”. From there you will see this window.

From here you can select the person (with the drop down). You also select what you want them to access (each option provides a separate level of access). Once you have completed these options and have clicked on OK, .

Delegation for the person is now active.

It is suggested that at this point the person you have nominated should contact Help Desk. They can then guide the person to setting up access and this can be a way of checking it activated successfully.