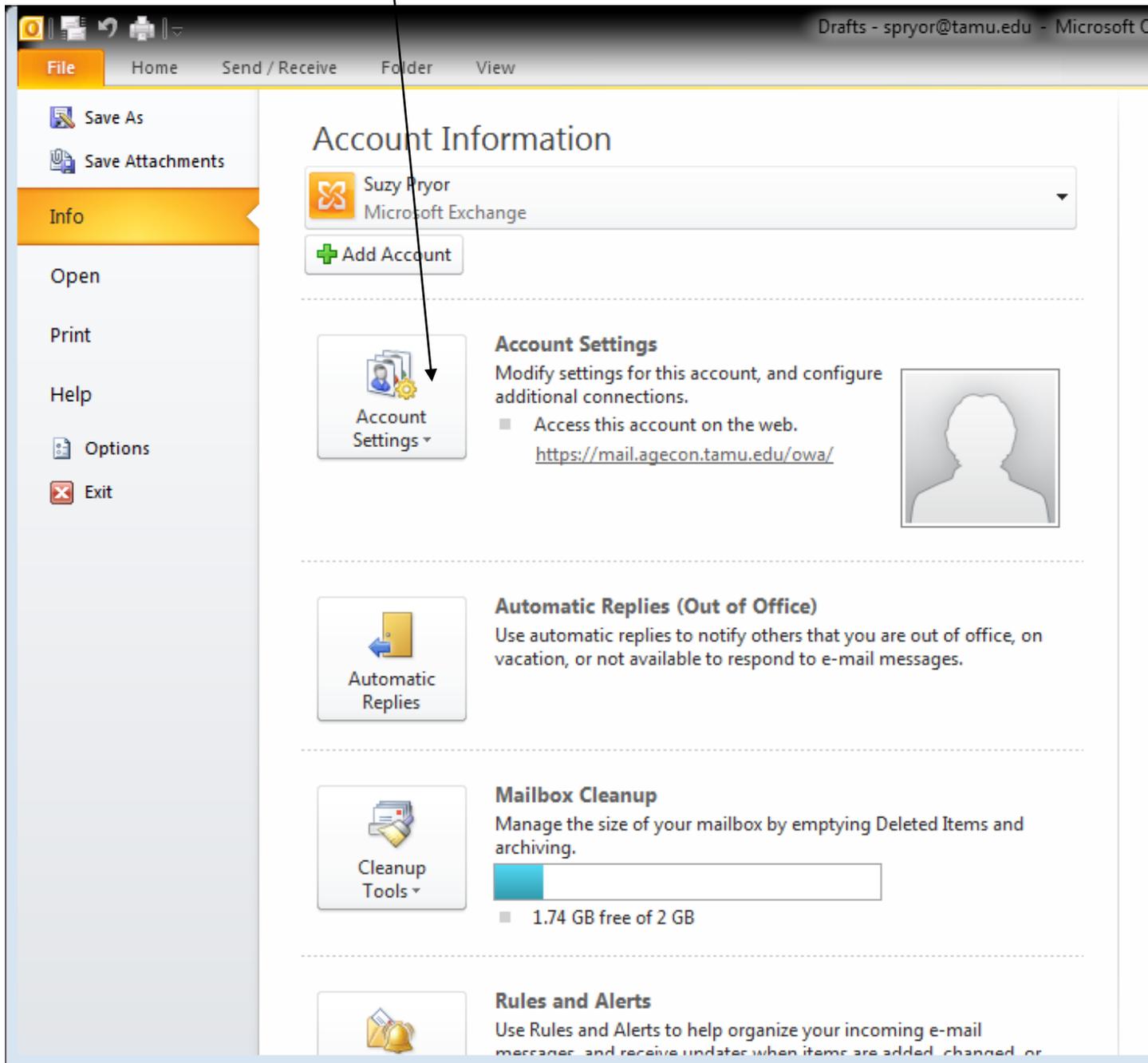If you need to be able to read and respond on "Behalf of" someone; he or she will need to grant access.

Click on Account Settings   for dropped down menu, click on Delegate Access
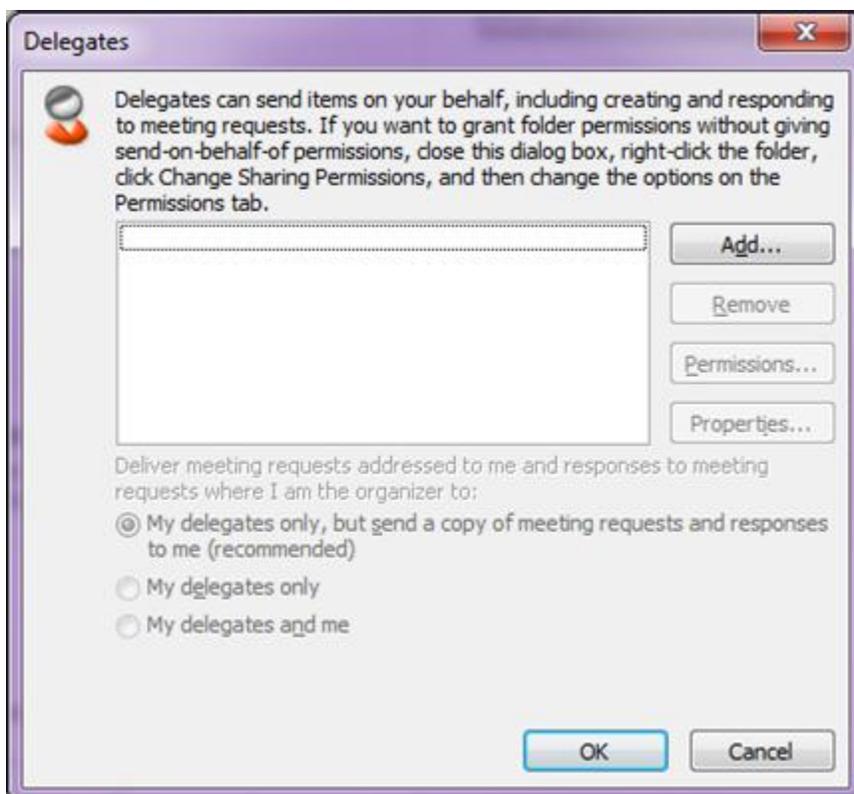
Turn on Delegate Access

A delegate automatically receives Send on Behalf permissions. By default, the delegate can read only the meeting requests and responses sent to the manager. The delegate does not have access to read any other messages in your **Inbox**.

1. Click the **File** tab.

2. Click **Account Settings**, and then click **Delegate Access**.

3. Click **Add**.

    ─I don't see the **Add** button

    - The **Add** button might not be visible because of one or more of the following:

    - An active connection does not exist between Outlook and Exchange. The Outlook status bar should display **Connected to Microsoft Exchange** or **Online**.

    - Your messages are not being delivered to your Exchange mailbox. Your e-mail must be delivered to your Exchange mailbox, not to an Outlook Data File (.pst) on your computer hard disk.

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4. Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search results list.

    NOTE   The delegate must be a person in your organization's Exchange Global Address List (Global Address List: The address book that contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. It may also contain public folder e-mail addresses.).

5. Click **Add**, and then click **OK**.

6. In the **Delegate Permissions** dialog box, you can accept the default permission settings or select custom access levels for Exchange folders.

    If a delegate needs permission to work only with meeting requests and responses, the default permission settings, including **Delegate receives copies of meeting-related messages sent to me**, are sufficient. You can leave the **Inbox** permission setting at **None**. Meeting requests and responses will go directly to the delegate's **Inbox**.

    NOTE   By default, the delegate is granted **Editor (can read, create, and modify items)** permission to your **Calendar** folder. When the delegate responds to a meeting on your behalf, it is automatically added to your **Calendar** folder.

7. To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.

8. If you want, select the **Delegate can see my private items** check box.

    IMPORTANT   This is a global setting that affects all of your Exchange folders, including all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. You cannot allow access to private items in only one folder.

9. Click **OK**.

> NOTE   Messages sent with Send on Behalf permissions include both the delegate's and manager's names next to **From**. When a message is sent with Send As permissions, only the manager's name appears.