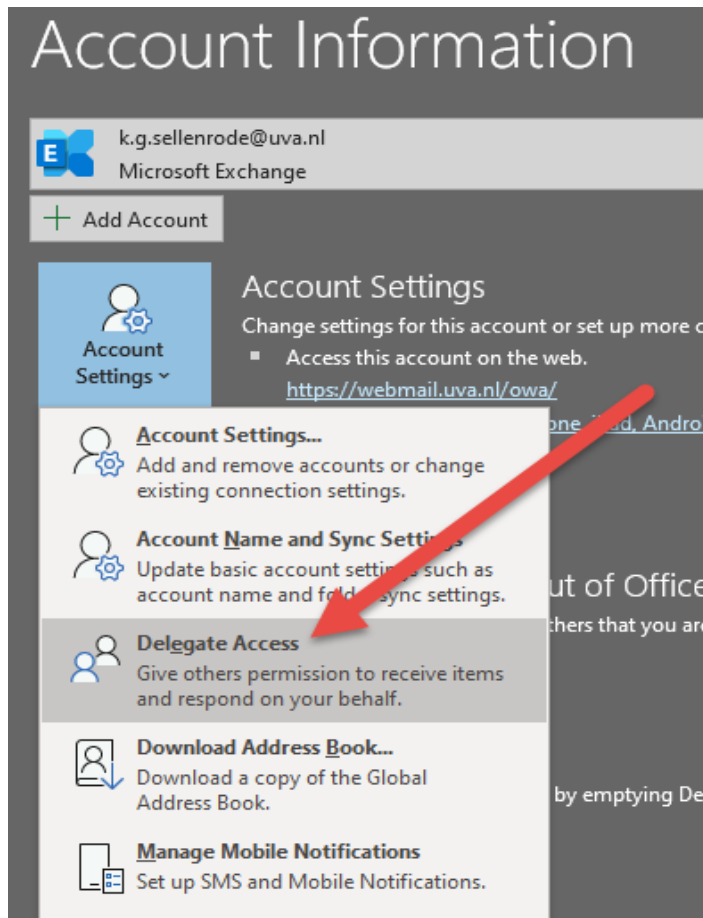
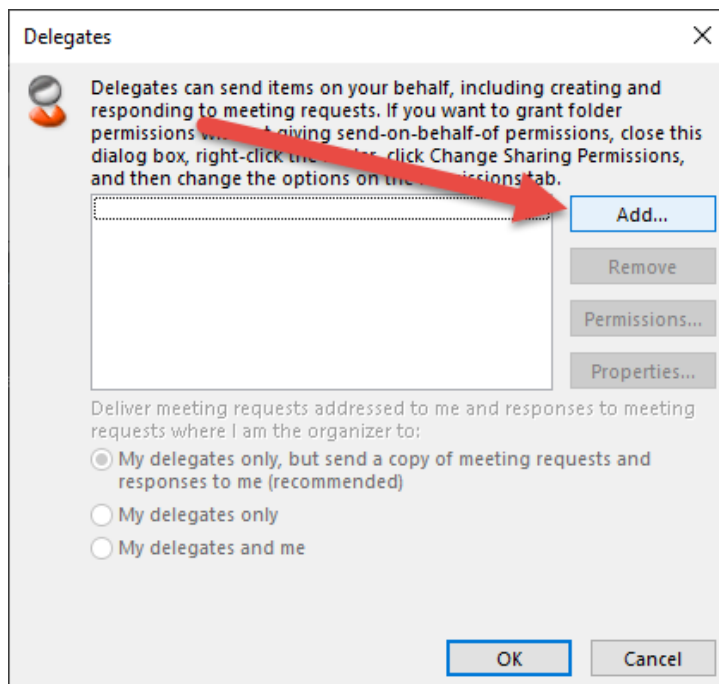


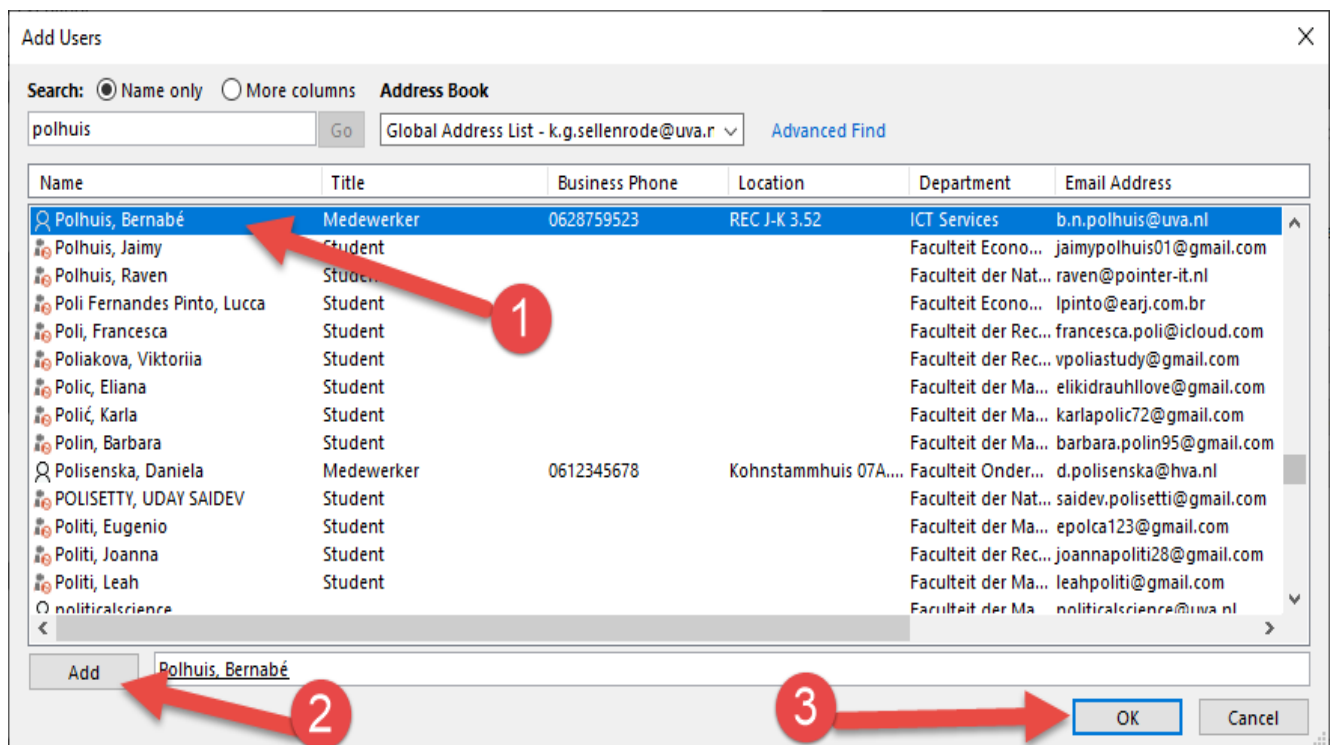
In Outlook navigate to: File → Account settings → Delegate Access



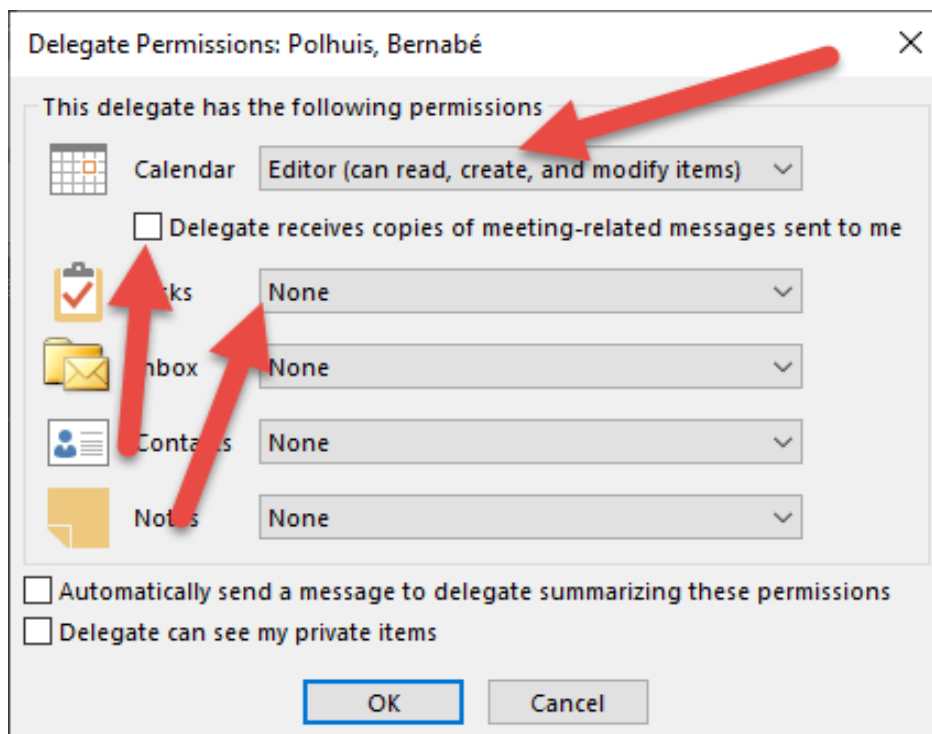
Add a delegate



Find the delegate in the Address Book



Apply permissions on the agenda. No need to allow sending copies meeting related messages, or apply permissions for tasks. You can deselect those options.



Close the window by selecting OK. The delegate can now create Teams meetings on your behalf.

