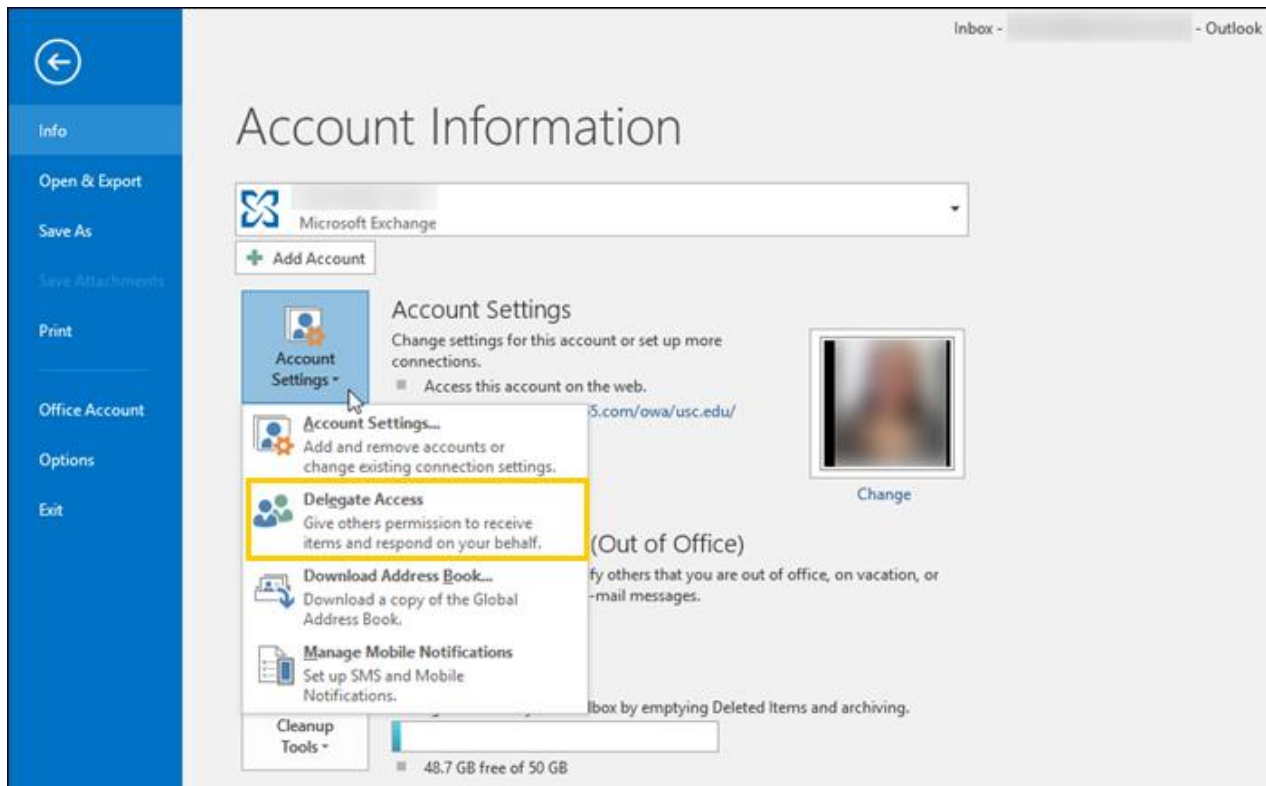


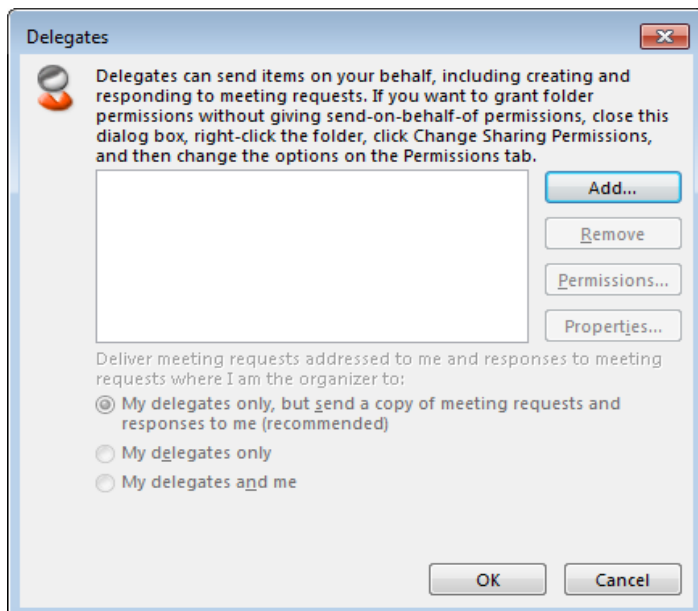
FDJJ-1220 – Procedure to add Name of Supervisor to Email

Supervisors do not need to access your account or your passwords. You, as the owner of your account, can add the name of your supervisor to your e-mail so they may review as needed.

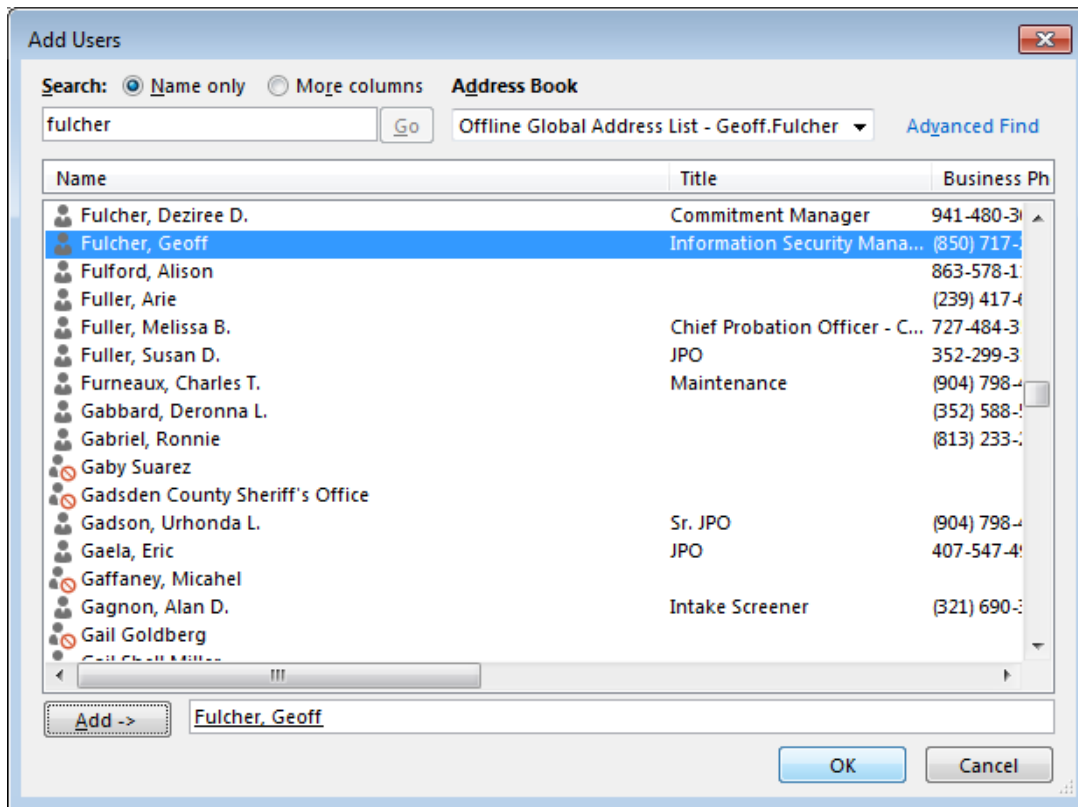
While in Outlook, click on **File**, Under Account Information click on **Account Settings**, then click **Delegate Access**



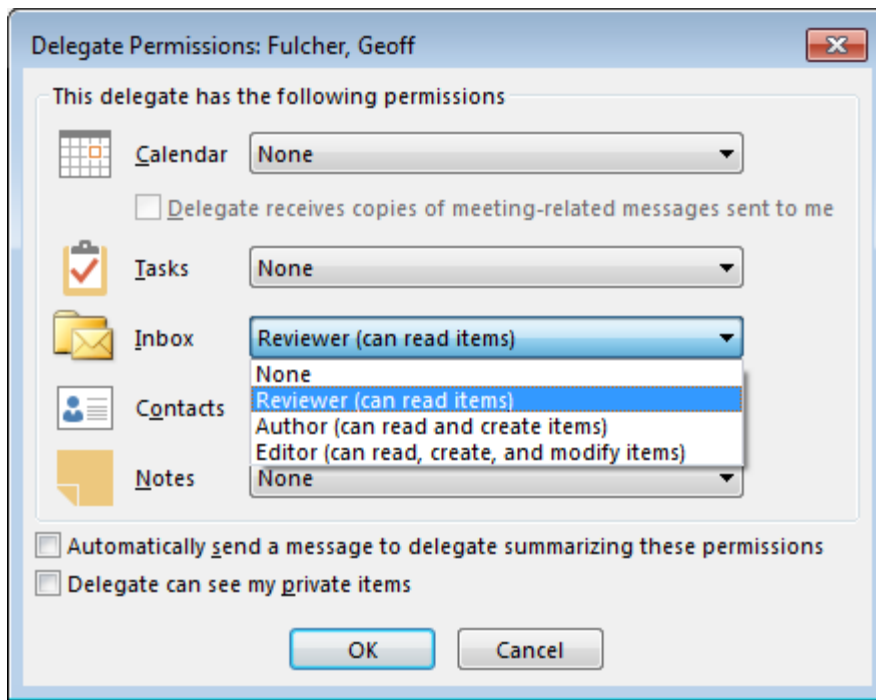
On the Delegates window, click **Add**



In the Search box, type the last name of your immediate supervisor. When the correct name appears, highlight it and click on **Add**.



Click on **OK** and the Delegate Permission screen will pop up. For Inbox, select **Reviewer**



Click **OK** to complete this process.