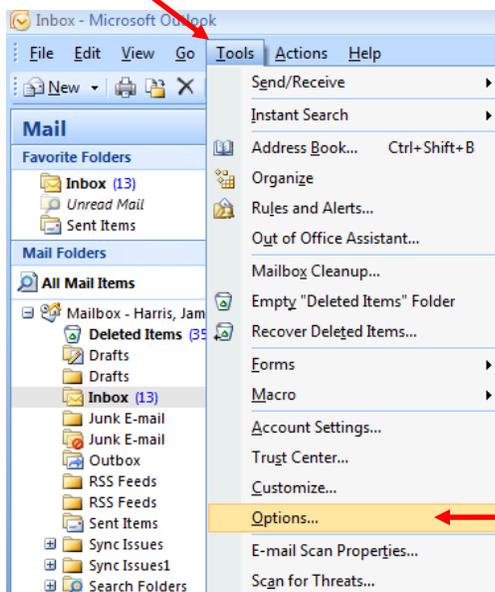




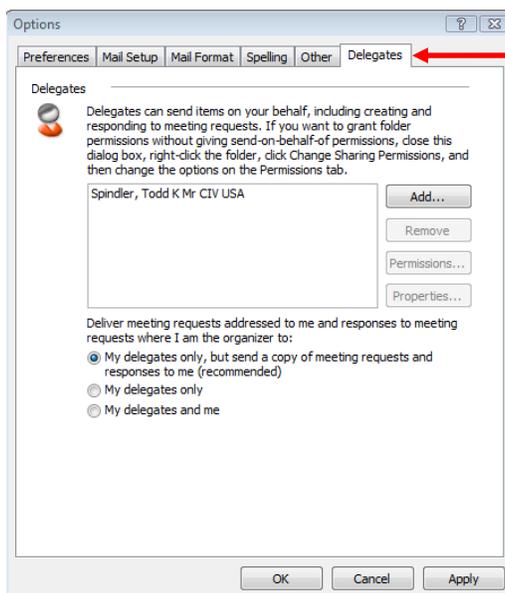
Enterprise Email Pre-Migration Step 2B Record and Save Delegations



1. Open Outlook and select **Tools** and then select **Options**.



2. In the **Options** window select the **Delegates** tab to see the delegates. If **NO** delegates exist return to the Pre-Migration checklist. If delegates **DO** exist continue following this guide to save a record of the permissions.

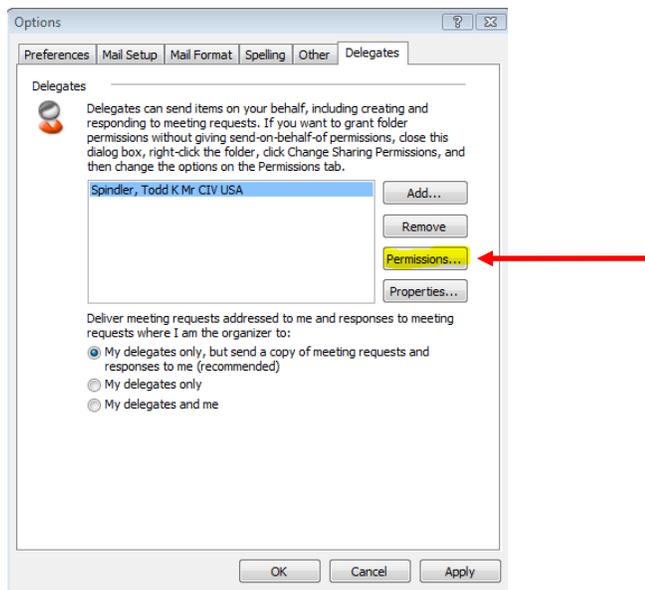




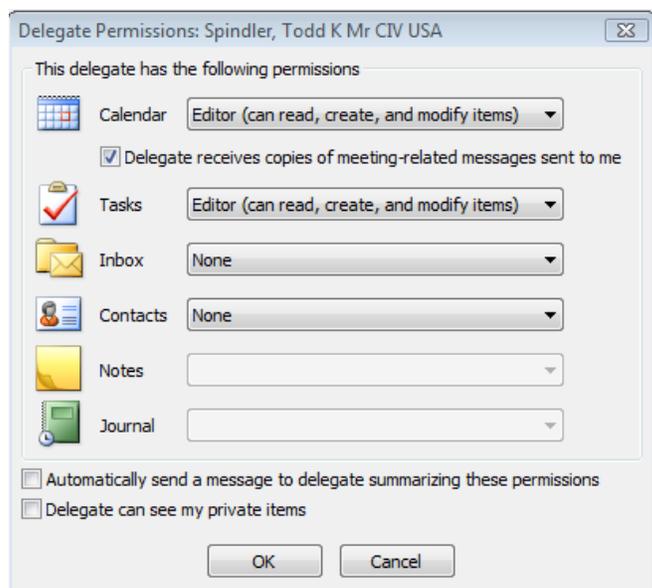
Enterprise Email Pre-Migration Step 2B Record and Save Delegations



3. In the **Options** window click the name of the first delegate and click **Permissions**.



4. A delegate permissions window will open and display the permissions of the selected delegate. On the keyboard press "**Ctrl-Alt-Print Screen**" all at the same time. This will capture a screen shot and place it on the clip board. Nothing will change on the screen.



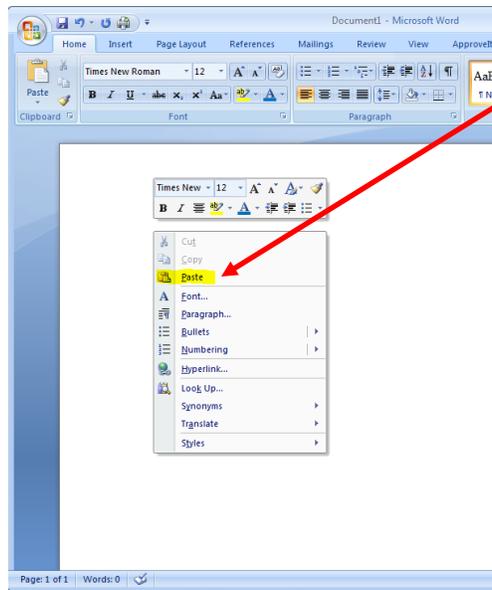


Enterprise Email
Pre-Migration Step 2B
Record and Save Delegations



5. Open a new **Word** document. Click the **Start**  icon in the lower left corner of the screen. Select  **Microsoft Office Word 2007**. If this selection is not available navigate to **Start**  All Programs -> Microsoft Office ->  **Microsoft Office Word 2007**

6. Right click on the blank page and from the menu that appears, select **Paste**.

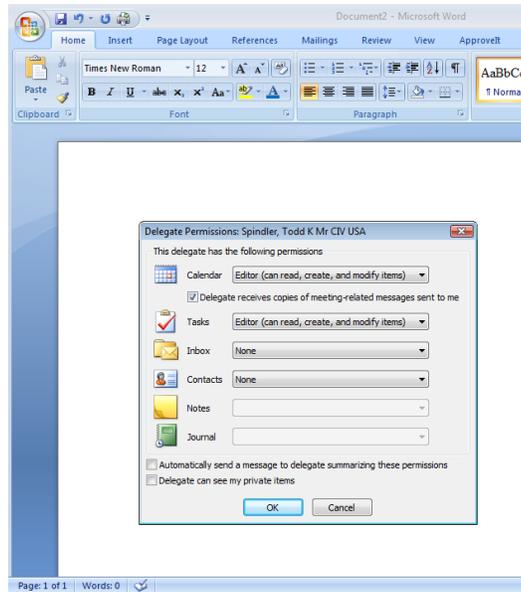




Enterprise Email Pre-Migration Step 2B Record and Save Delegations



The captured image will appear in the document (multiple images if required):



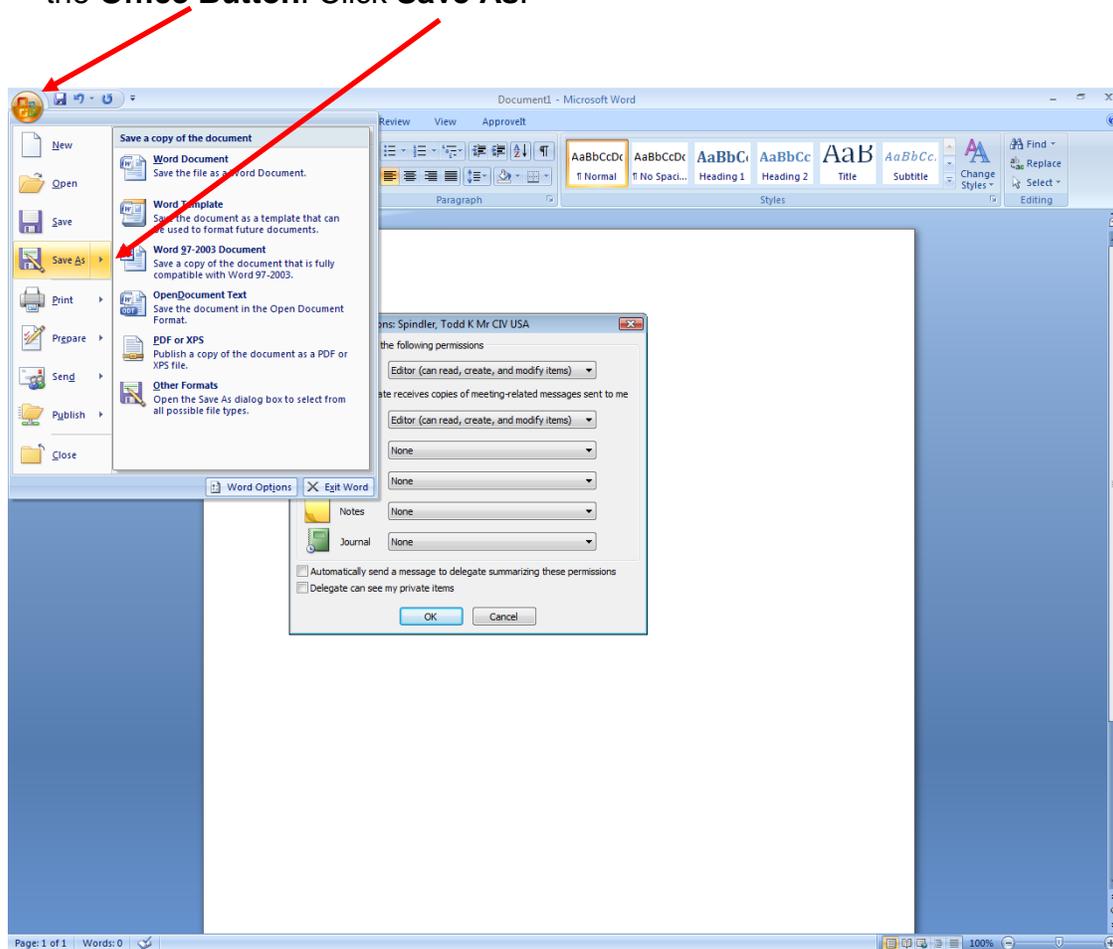
7. Capture each delegate's permission. Repeating steps 3, 4 and 6 for each delegate that is listed, cut and paste the delegate's permission in the same Word document.



Enterprise Email Pre-Migration Step 2B Record and Save Delegations



8. Save the document to the **Legacy Email** folder (located on your Desktop). Select the **Office Button**. Click **Save As**.

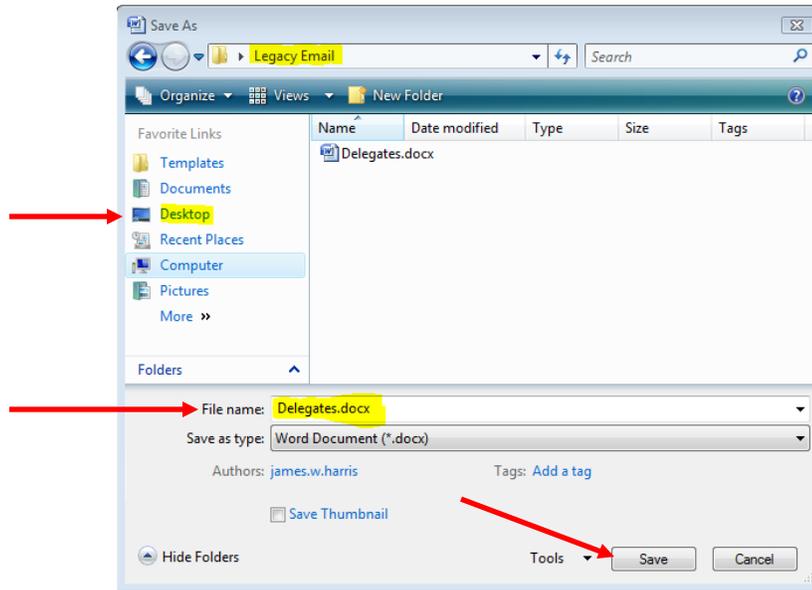




Enterprise Email Pre-Migration Step 2B Record and Save Delegations



9. Select **Desktop**. Double click the **Legacy Email** folder. In the **File name** field type “Delegates.docx”. Click **Save**.



10. Close all open windows.

11. You have now completed Step 2B.