Removing/Adding Delegate in Outlook for Mac

Follow these steps for removing/adding a delegate in Outlook for Mac

Step by step guide

1. Open Outlook
2. Click on Outlook at the top left.
3. Click Preferences
4. In the Outlook Preferences box, click Accounts
5. Click Advanced on the bottom right
6. Click Delegates
7. The name to remove will be there. Highlight it and click the minus button to remove it.
8. Click OK.
9. Close Outlook and reopen it to see the changed take effect.