Delegated Contacts

Give another user access to your contacts

You can give other users in Siena permission to access and manage your contacts. These users can add and update your contacts with information, for example, names, phone numbers, and addresses. Granting access to your contacts does not grant access to your email account.

Important: You can only delegate contacts to people within Siena.

To grant another user or users access to your contacts, you'll *both* need to:

> Be signed in to your Siena Google account.
> Be on a computer, not a phone or tablet.
> Open the Contacts Manager (also called *New Contacts and Contacts Preview*).

Delegate your contacts

If you want another person to manage your contacts, share your contacts with them.

1. Sign in to Gmail using your Siena account.
2. Open the Contacts Manager.
3. At the top left, click **Menu** ☰ and then choose **More** > **Delegate access**.
4. In the **Invite people** box, type the name or address of the person you want to give permission to manage your contacts.

   You can enter up to 25 names, separated by a comma.
5. Click **Send**.

The users you invited can now access your **My Contacts** group.

Manage contacts delegated to you

If someone else in your organization gives you access to their contacts, you can manage their contacts from your account.

1. Sign in to Gmail using your Siena account.
2. Open the Contacts Manager.
3. At the top left, click **Menu** ☰ **Delegated contacts**, and click the name of the person who delegated their contacts to you.
4. While the person's name is selected, contacts you add or edit appear in their contacts. You also see their contacts in searches and when typing in address fields (but not in Gmail, auto-complete, or other searches). When you click another contact name, other users contacts no longer appear.

What you can do with delegated contacts

There are some limitations to the actions you can perform when contacts are delegated to you.

You can:

> Add new contacts with the **Create contact** or **New contact** buttons
> Edit contacts in the delegated contacts list
> Delete contacts from the delegated contacts list

You can't:

> Print contact information
> Import contacts
> Export contacts
> Find and merge duplicates
> Restore contacts

Delegate Contacts with Delegated Email Accounts

Delegated email account access does NOT automatically provide delegated contact access. Please contact the ITS Help Desk if you need delegated contact access with a delegated mailbox.