MS Outlook – Sharing Folders

In addition to sharing your Outlook Calendar, you can also share Outlook folders with other University Outlook users.

Outlook folder permissions

When you share *any* of your Outlook folders with another user, the level of access you grant to that user depends on the **Permissions Level** you assign to them; in other words, *you* control what they can access.

There are nine predefined Permission Levels that you can assign to a user when sharing with them:

Role	A user with this role…
Owner	Has full rights to the mailbox, including assigning permissions. **It is unlikely that you would want to assign this role to anyone.**
Publishing Editor	Can create, read, edit, and delete all items*, and create subfolders
Editor	Can create, read, edit, and delete all items*.
Publishing Author	Can create and read items*, create subfolders, and edit and delete items they've created.
Author	Can create and read items*, and edit and delete items they've created.
Nonediting Author	Can create and read items*, and delete items they've created.
Reviewer	Can read items*.
Contributor	Can create items*. This allows users to drop items into a folder but not to read them once dropped.
None	Has no access.

*Items include email messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents.

A note about folder hierarchy

To share any folder other than Inbox, People, Calendar, Notes, and Tasks, you must share permissions both on the folder you want to share *and on each folder that is higher in the folder hierarchy*. For example, to give another person access to a folder that is under **Inbox** in your **Mailbox**, you must grant permissions to the **Mailbox**, **Inbox**, and the subfolder. Even though it might appear you're granting the other person access to more folders than you want, by setting the appropriate Permission Levels, only the items in the subfolder will be available.

Example: The owner of the **Mailbox** shown opposite wants to give a colleague access to the **Guides** subfolder *but not to any of the other mail folders*. To do this they must assign sharing permissions to their **Inbox**, the **Outlook Training** folder, and the subfolder **Guides**.
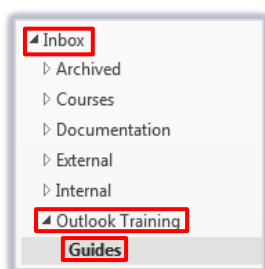
To allow their colleague access to *only* the **Guides** folder, they would assign the following permission levels to each folder:
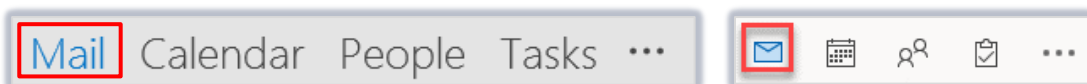
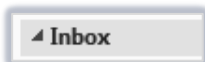| Folder	Permission Level
Inbox	**None** – but tick the *Folder visible* checkbox
Outlook Training	**None** – but tick the *Folder visible* checkbox
Guides	**Reviewer**

Share folder(s) with another user

Grant access to your Mailbox

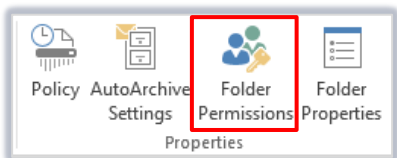You must grant access to your **Mailbox** in order to share any folder below it.

1. Click at the bottom of the Outlook window.
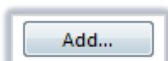

2. Select your **Inbox**.

3. Click the **Folder** tab and click **Folder Permissions**.

4. The **Default** setting should be **None**. Leave this as it is.

5. Click **Add** to select the name of the person you want to share your folder with from the **Global Address List.**

6. Highlight the person's name in the list, and then for **Permission Level**, select **None**.

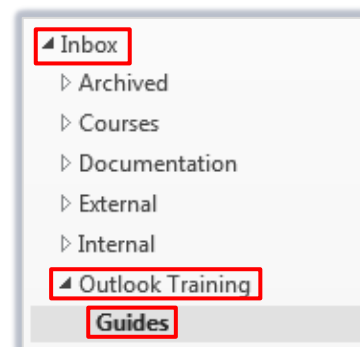7. Tick the checkbox next to **Folder visible**, and then click **OK.**

Grant access to Mailbox sub folders - if applicable

Note: This step only applies if the folder you want to share is located within a *sub folder* of your Mailbox – for example, if you wanted to share the **Guides** folder, which is located within the sub folder **Outlook Training**.

If the folder you want to share is *immediately below* your Mailbox, like the **Outlook Training** folder, skip to **Grant access to your folder(s)** below.

For each folder that is *above* the folder you want to share:

1. Click the folder. Go to the **Folder** tab and select **Folder Permissions.**

2. Click **Add** to select the name of the person you want to share your folders with from the **Global Address List**.

3. Highlight the person's name in the list, and then for **Permission Level**, select **None**.

4. Tick the checkbox next to **Folder visible**, and then click **OK**.

5. Repeat this process for each folder that is above the folder you wish to share.

Grant access to your folder(s)

1. Click the folder you want to share, and then go to the **Folder** tab and select **Folder Permissions.**
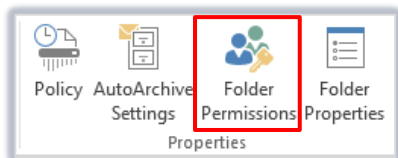

2. Click **Add** to select the name of the person you want to share your folders with from the **Global Address List**.

3. Highlight the person's name in the list and select the appropriate **Permission Level**, e.g. if you want the person to be able to read items only, select **Reviewer**; if you want them to be able to modify items, select **Editor**. For definitions of all Permission Levels, see table on page 1.

4. Click **OK**.

Open a folder that a colleague has shared with you

What if a colleague has shared one of their folders with you? How do you access it?

1. In Outlook, click the **File** tab and select **Account Settings** > **Account Settings.**
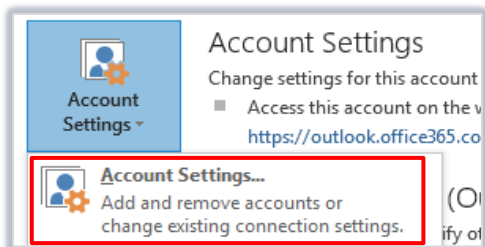
2. With the **Email** tab foremost, ensure the mail account is highlighted, then click **Change…**

3. Click **More Settings…**

4. Click the **Advanced** tab, and under **Mailboxes**, click the **Add...** button.

5. Type in your colleague's name [*Surname, Forename*], and then click **OK** twice.

6. Click **Next >**, and then click **Finish**.

7. Close the **Account Settings** dialog.

8. Your colleagues Mailbox will appear at the bottom of your list of Mail Folders in the Navigation Pane.

   Click on the arrow symbol to expand your colleague's Mailbox and to view the folder(s) they have shared with you.

   Note: If you do not see your colleague's Mailbox in the Navigation Pane, try closing Outlook and restarting.

Further information and help

Use MyIT to log calls with the IT Service Desk: myit.abdn.ac.uk