

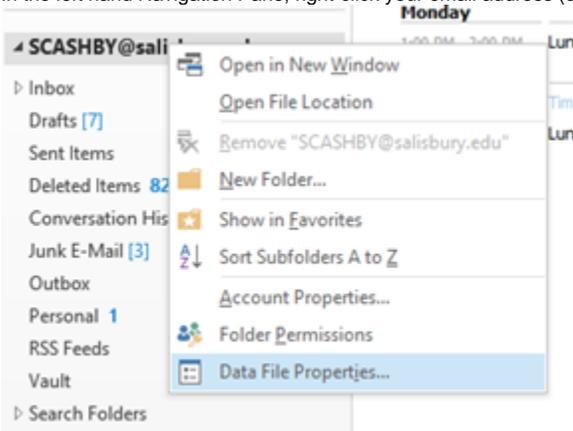
Share your inbox and other folders in Outlook

This guide covers how to share an e-mail folder with another faculty or staff member.

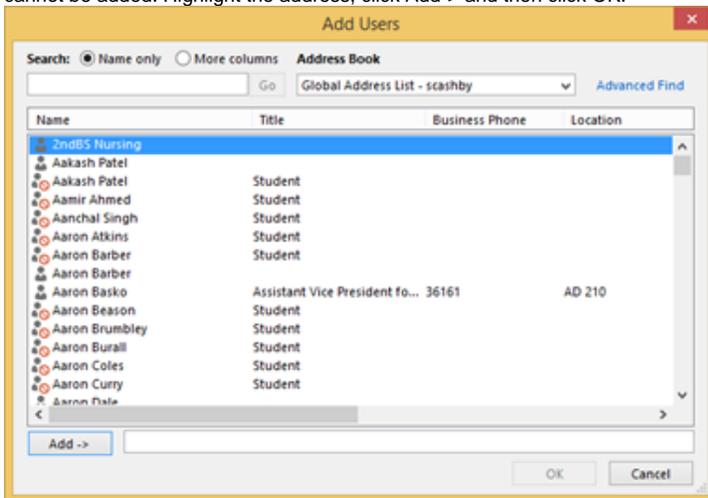
Granting Folder Visible Permissions

In order to share your inbox or other email folders, you must first grant "Folder visible" permission to the root of your mailbox. Without this permission, the person with whom you are sharing your inbox or other folders will not be able to view the folders or its contents.

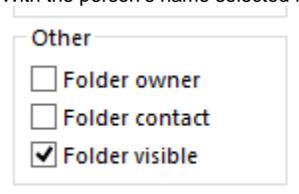
- In the left hand Navigation Pane, right-click your email address (or name) and choose Data File Properties.



- In the Outlook Today window, click Add...
- In the Add Users window, search for and select the person you are sharing with. Note that student addresses will have an icon indicating they cannot be added. Highlight the address, click Add-> and then click OK.



- With the person's name selected in the Permissions window, make sure that in the Other section that Folder visible is checked.



- Click OK.

i IMPORTANT

This process only grants users access to the top level of the account. Access still needs to be granted to Inbox, Cabinet, and each folder /subfolder.

Sharing Your Inbox and/or Other Folders

- In the left-hand navigation pane, right-click the folder that you wish to share and select Properties.
- Click the Permissions Tab. Click Add...
- In the Add Users window, search for and select the person you are sharing with. Note that student addresses will have an icon indicating they cannot be added. Highlight the address, click Add-> and then click OK.
- Use the Permission Level to select the appropriate permission level:
 - Owner – gives full rights to the folder. You should not use this role. If this level of access is needed, use Delegation instead.
 - Publishing Editor – Create, read, edit and delete all items; can create subfolders.
 - Editor – Create, read, edit and delete all items.
 - Publishing Author – Create and read items; create subfolders; edit and delete items they have created only.
 - Author – Create and read items; edit and delete items they have created only.
 - Non-editing Author – Create and read items; delete items they have created only.
 - Reviewer – Read items only.
 - Contributor – Create items only.
 - None – No permissions. If this is used, you may need to check Folder Visible in the Other section to allow the user to view sub-folders.
 - After setting the permission level, you can select buttons and check or uncheck boxes in the Read, Write, Delete items or Other section of the Permissions section. Once you've finished, click OK.

You will need to repeat this for each folder or subfolder you wish to share. Also, if sharing a subfolder, the person you are sharing with will need to have a minimum of Folder visible permission for the parent folder(s).

Delegate Access (Act On Behalf Of)

If you want to have someone have access to your entire mailbox and be able to send and receive email on your behalf, then you will need to request Delegate access for that person. Please [submit a ticket](#) online

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