Outlook 2010
Shared Folders

University of Winnipeg
Sharing folders is similar to assigning someone delegate access to your mailbox, the only real difference you are assigning specific folders instead of your entire mailbox.

Please follow the stages carefully below. **Do not skip any stages or steps.**

- Stage 1. Granting shared folder access at the mailbox level first
- Stage 2. Granting inbox and folder access
- Stage 3. Viewing a colleagues Mailbox
Stage 1 – Granting Mailbox Access

1. Right-click your mailbox name and select “Folder Permissions”

2. Select “Folder Permissions”
Adding the User

1. Select the tab labeled “Permissions”

2. Select the button labeled “Add…”
Add Users – Cont’d

Select the name of the user that you would like to share the folder with.

Click ADD

Click OK to finish
Assign Mailbox Permissions

1. Select the tab labeled “Permissions”

2. Click the drop down arrow for “Permission Level” and select “Reviewer”

3. Click “Apply” and “OK” to save and close
You can set up a folder to be shared with someone else, but you must set up the permissions for your cabinet / inbox first

1. Select your cabinet or inbox that contains the folder you want to share so it is highlighted, then right-click to bring up the menu

2. Select “Properties…”
Setting Inbox Permissions

1. Select the tab labeled “Permissions”

2. Select the button labeled “Add…”
Add Users

Select the name of the user that you would like to share the folder with

Click ADD

Click OK to finish
Assigning Cabinet/Inbox Permissions

Click the user you wish to share your folder with

Click the drop down arrow for “Permission Level” and select the “None”

Check the option “Folder Visible”

This step must be done to ensure the subfolder you wish to share will be accessible
Next, set permissions for the folder you want to share

1. Select the folder you wish to share so it is highlighted, then right-click to bring up the menu

2. Select “Properties…”
Setting the Folder Permissions

1. Select the tab labeled “Permissions”

2. Select the button labeled “Add…”
Add Users

Select the name of the user that you would like to share the folder with.

Click ADD

Click OK to finish
Setting Folder Permissions

Click the user you wish to share your folder with

Click the drop down arrow for “Permission Level” and select the required permissions. For full access, use “Reviewer”
Stage 3 - Adding a Shared Folder

1. Select “File” tab

2. Select “Account Settings”

3. Select “Account Settings…”
Change Account Settings

1. Select “Change…”
1. Select “More Settings…”
Add User

1. Select “Change…”

2. Add the user who is sharing a folder, click “OK”
Completing Account Settings

1. You will now see the user added

2. Click “OK”
You will now see the folder you have been granted access to on your navigation pane.

Note: You will see the users name under your list of mailboxes, but it can take some time to see the shared folder, this is not instant.