

# Creating a Shared Folder in Outlook

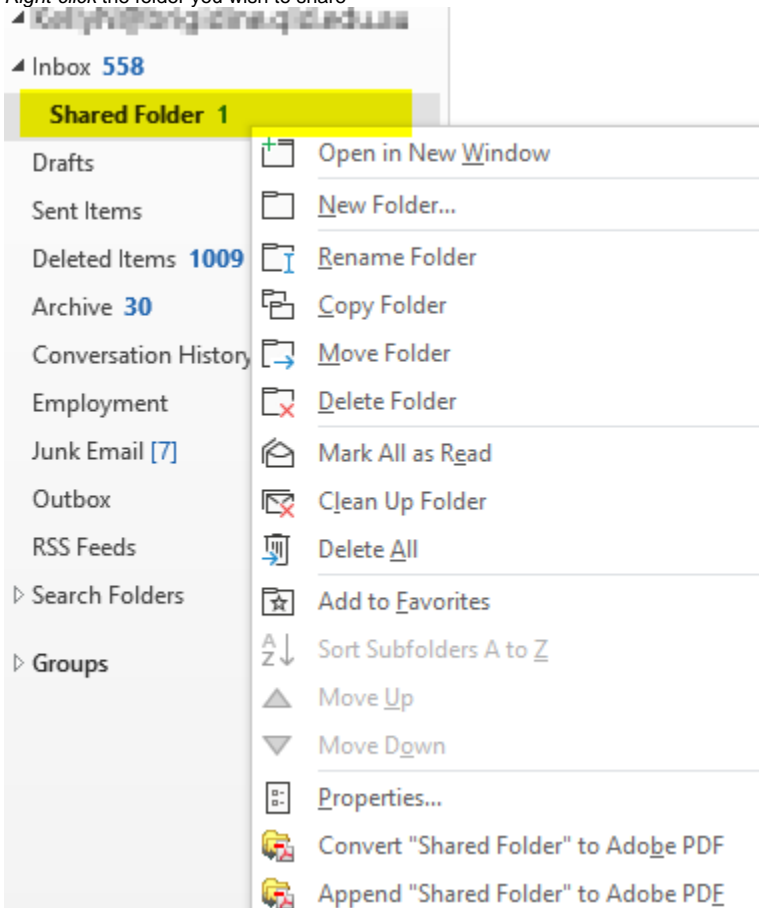
A shared folder in Outlook allows another person to access, open and delete emails from the folder. Use this tutorial to share a mail folder with another person.



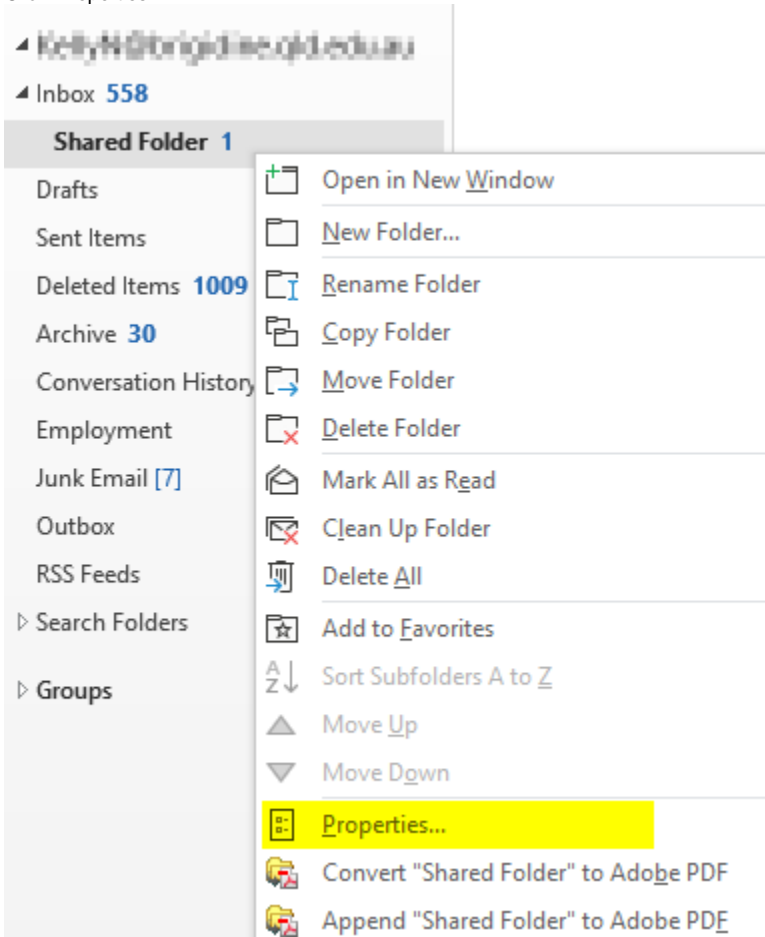
It's not recommended to share folders from your email inbox. Before you proceed please contact IT [support@brigidine.qld.edu.au](mailto:support@brigidine.qld.edu.au) to confirm if there is a better way to share your content

## Instructions

1. *Right-click* the folder you wish to share



2. Click 'Properties'.



3. Choose the 'Permissions' tab,

### Shared Folder Properties



The screenshot shows the 'Permissions' tab of the 'Shared Folder Properties' dialog. The 'Permissions' tab is highlighted in yellow. The dialog contains a table with two columns: 'Name' and 'Permission Level'. The 'Default' entry is selected and highlighted in blue. Below the table are buttons for 'Add...', 'Remove', and 'Properties...'. The 'Permissions' section below has a 'Permission Level' dropdown set to 'None'. It contains four sub-sections: 'Read' with radio buttons for 'None' (selected) and 'Full Details'; 'Write' with checkboxes for 'Create items', 'Create subfolders', 'Edit own', and 'Edit all'; 'Delete items' with radio buttons for 'None' (selected), 'Own', and 'All'; and 'Other' with checkboxes for 'Folder owner', 'Folder contact', and 'Folder visible'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Name	Permission Level
Default	None
Anonymous	None

Buttons: Add..., Remove, Properties...

Permissions section:

Permission Level: None

Read:

- None
- Full Details

Write:

- Create items
- Create subfolders
- Edit own
- Edit all

Delete items:

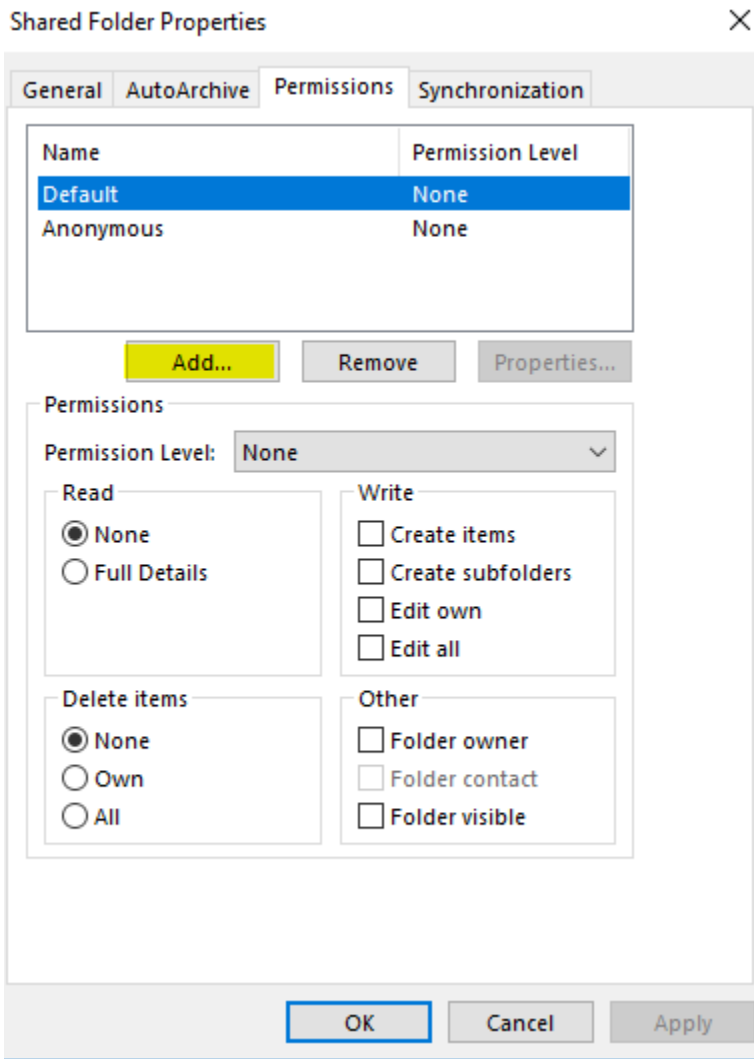
- None
- Own
- All

Other:

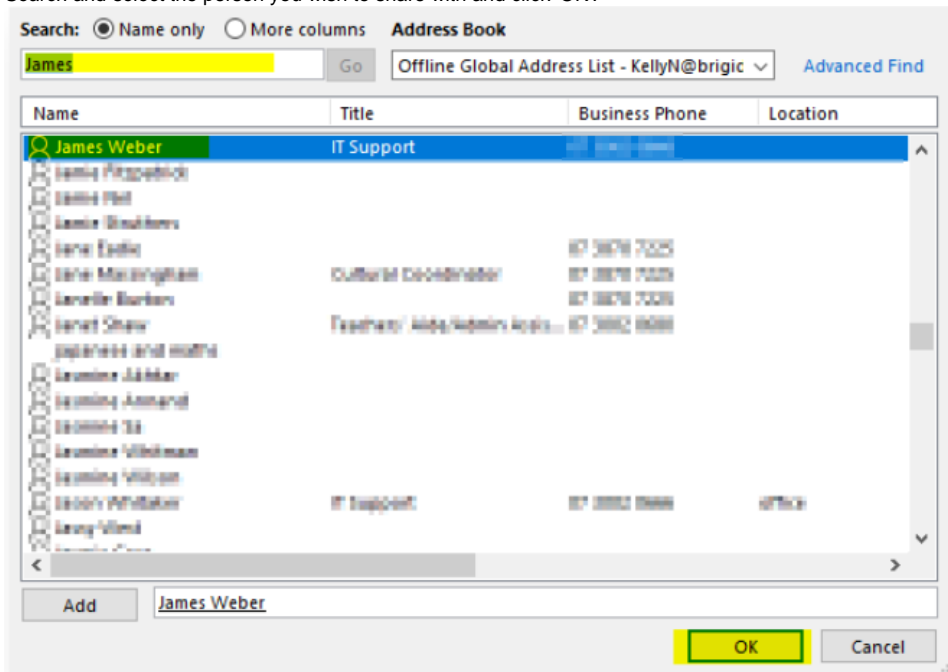
- Folder owner
- Folder contact
- Folder visible

Buttons: OK, Cancel, Apply


4. Click 'Add'



5. Search and select the person you wish to share with and click 'OK'.



6. Set the permission level. Reviewer is recommended

 If you give other people the editor permission level they will be able to delete emails in this folder

Permissions

Permission Level: **None** ▼

**Read**

None  
 Full Details

**Delete items**

None  
 Own  
 All

Folder owner  
 Folder contact  
 Folder visible

- Owner
- Publishing Editor
- Editor
- Publishing Author
- Author
- Nonediting Author
- Reviewer**
- Contributor
- None

7. Once you have double checked the permissions, *click 'Apply'*.

Shared Folder Properties ✕

General AutoArchive **Permissions** Synchronization

Name	Permission Level
Default	None
Anonymous	None
James Weber	Reviewer

Permissions

Permission Level: **Reviewer** ▼

**Read**

None  
 Full Details

**Write**

Create items  
 Create subfolders  
 Edit own  
 Edit all

**Delete items**

None  
 Own  
 All

**Other**

Folder owner  
 Folder contact  
 Folder visible

To open the shared folder, use these instructions: [Opening a Shared Mailbox in Outlook](#).

## Related articles

Content by label

There is no content with the specified labels