


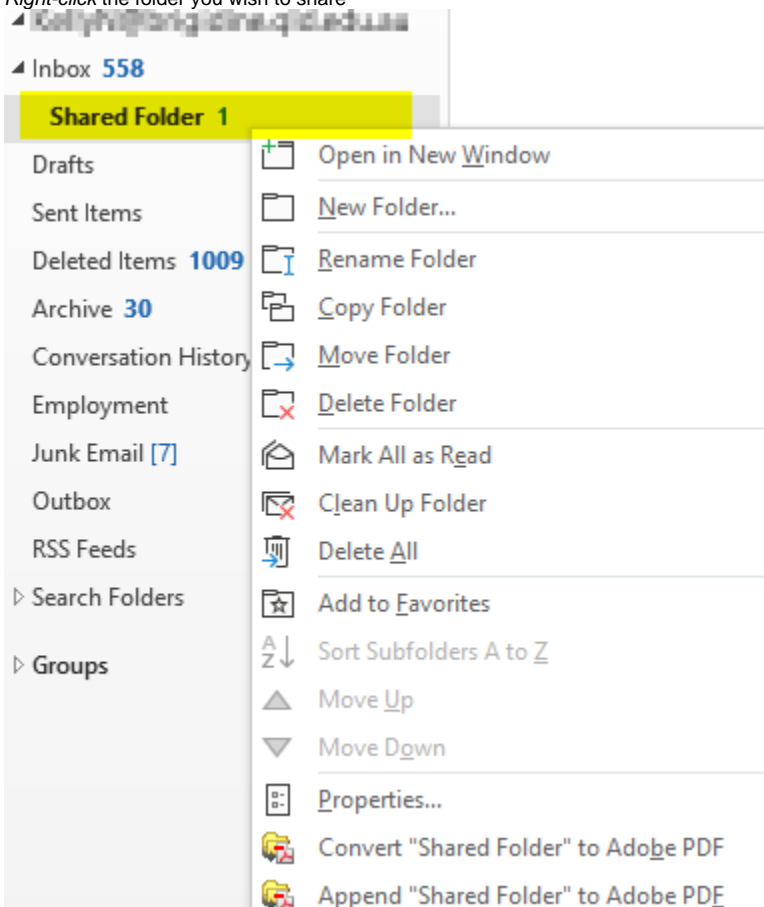
Creating a Shared Folder in Outlook

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.

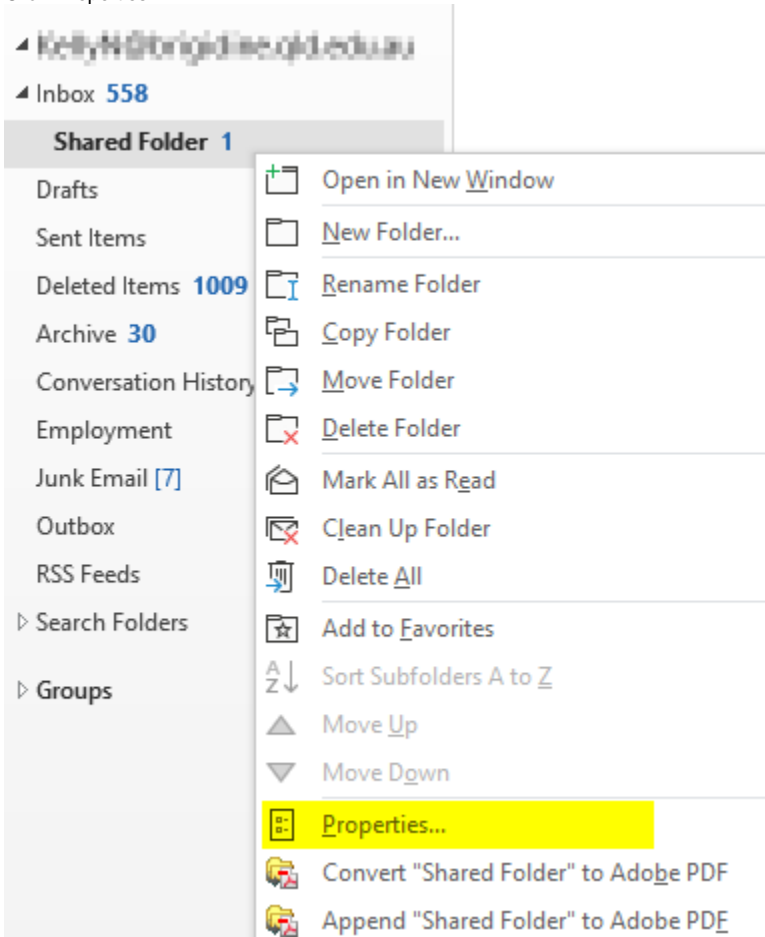
 It's not recommended to share folders from your email inbox. Before you proceed please contact IT support@brigidine.qld.edu.au to confirm if there is a better way to share your content

Instructions

1. Right-click the folder you wish to share



2. Click 'Properties'.



3. Choose the 'Permissions' tab,

Shared Folder Properties



General AutoArchive **Permissions** Synchronization

Name	Permission Level
Default	None
Anonymous	None

Add... Remove Properties...

Permissions

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

OK Cancel Apply



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

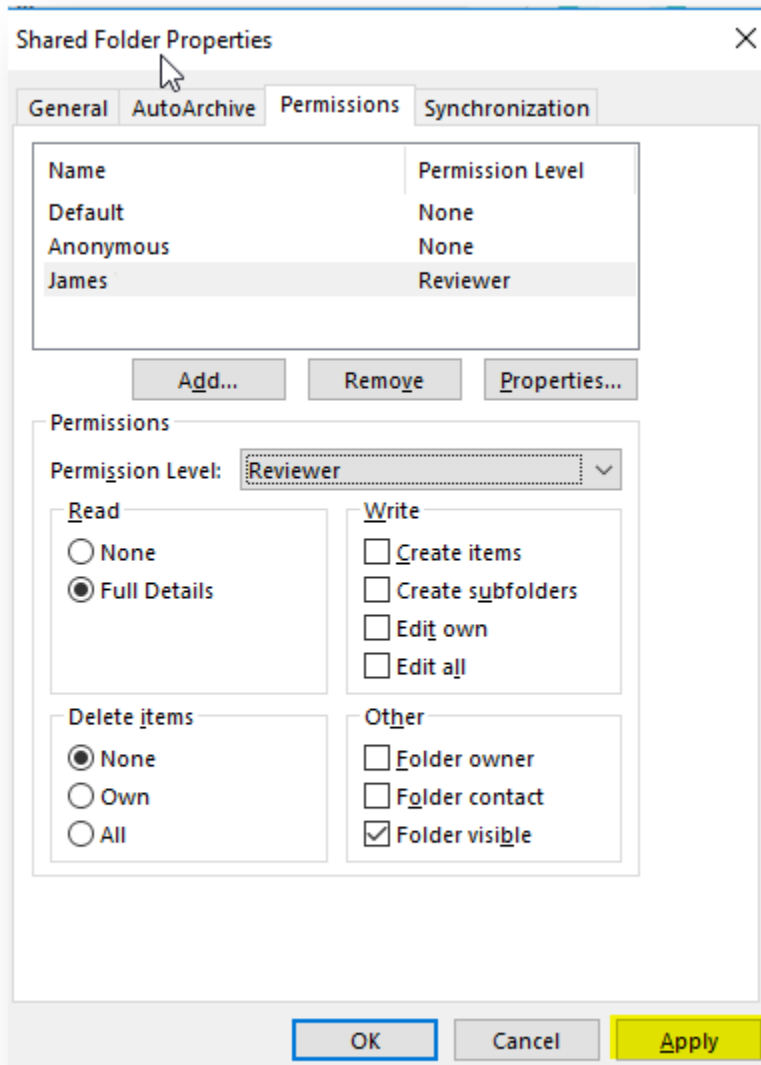
Owner
Publishing Editor
Editor
Publishing Author
Author
Nonediting Author
Reviewer
Contributor
None

Delete items

- ☒ None
☐ Own
☐ All

- ☐ Folder owner
☐ Folder contact
☐ Folder visible

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



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