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.

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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 KellyNi@brigidine.qid.edu.au Inbox 558 Shared Folder 1 tJ Open in New Window Drafts P٦ New Folder... Sent Items Deleted Items 1009 Rename Folder F Copy Folder Archive 30 Conversation History Move Folder Delete Folder Employment Junk Email [7] P Mark All as Read Outbox Clean Up Folder RSS Feeds Ū Delete <u>A</u>ll Search Folders Add to Favorites 슔 ₽J Sort Subfolders A to Z Groups Move Up \bigtriangledown Move Down Properties... Convert "Shared Folder" to Adobe PDF G. Append "Shared Folder" to Adobe PDF

- 2. Click 'Properties'.
 - KellyN@brigidine.qld.edu.au ▲ Inbox 558 Shared Folder 1 += Open in New Window Drafts Sent Items New Folder... Rename Folder Deleted Items 1009 Ē Archive 30 Copy Folder Move Folder Conversation History Delete Folder Employment $\mathbb{E}_{\mathbf{x}}$ Junk Email [7] Mark All as Read Ô Outbox $\overline{\mathbf{N}}$ Clean Up Folder RSS Feeds 虭 Delete <u>A</u>ll Search Folders ☆ Add to <u>Favorites</u> ₽J Sort Subfolders A to Z Groups Move Up \triangle \bigtriangledown Move Down Properties... 8-Convert "Shared Folder" to Adobe PDF Ę. Append "Shared Folder" to Adobe PDF G,

3. Choose the 'Permissions' tab,

Shared Folder Properties

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Name			Permi	ssion Level	
Default			None		
Anonyr	nous		None		
	Add	Rem	ove	Properties	
Permiss	sions				
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Read		W	rite		
	one		Create i	tems	
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Delet	e items	Ot	her		
	one		Folder owner		
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	I		Folder visible		

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4. Click 'Add'

Shared Folder Properties

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Name			Permissio	on Level	
Defaul	t		None		
Anonyi	mous		None		
	Add	Rem	ove	Properties	
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Read		W	rite		
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() Fi	ull Details] Create sub] Edit own] Edit all	folders	
Delet	te items	O	ther		
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00	wn		Folder con	tact	
	I		Folder visit	ble	
		01		an ant	Amerika

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

ames	Go Offline Global Ac	Go Offline Global Address List - KellyN@brigic 🗸			
Name	Title	Business Phone	Location		
Q James	IT Support	10 100 1000			
S tenie řítspetick					
3 1844 1941					
2 Lamia Disubhers					
R lene Sette		67 3676 7225			
g tane Matanghan	Cultural Deceloration	17 (117) 7000			
2 Interfer Barbara	-	17 1878 700B			
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2 Levenine Jahlar					
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La Lange Villand					
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Add James					
				ancel	

6. Set the permission level. Reviewer is recommended

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

Permissions				
Permission Level: None		~		
<u>R</u> ead None Full Details	Owner Publishing Editor Editor Publishing Author Author Nonediting Author Reviewer Contributor			
Delete <u>i</u> tems	None			
None		Eolder owner		
⊖ Own ⊖ All		Folder contact		
		Folder visi <u>b</u> le		

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

Name			Permis	sion Level	
Default			None		
Anonymous			None		
James			Review	ver	
A <u>d</u> d		Remo <u>v</u>	e	Properties	
Permissions					
Permission Level:	Reviewer			~	
Read		<u>W</u> rit	e		
○ None			reate it	ems	
Full Details		Create subfolders			
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		E	dit a <u>l</u> l		
Delete <u>i</u> tems		Ot <u>h</u> e	er		
None		Eolder owner			
Own		Folder contact			
		Folder visi <u>b</u> le			

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