

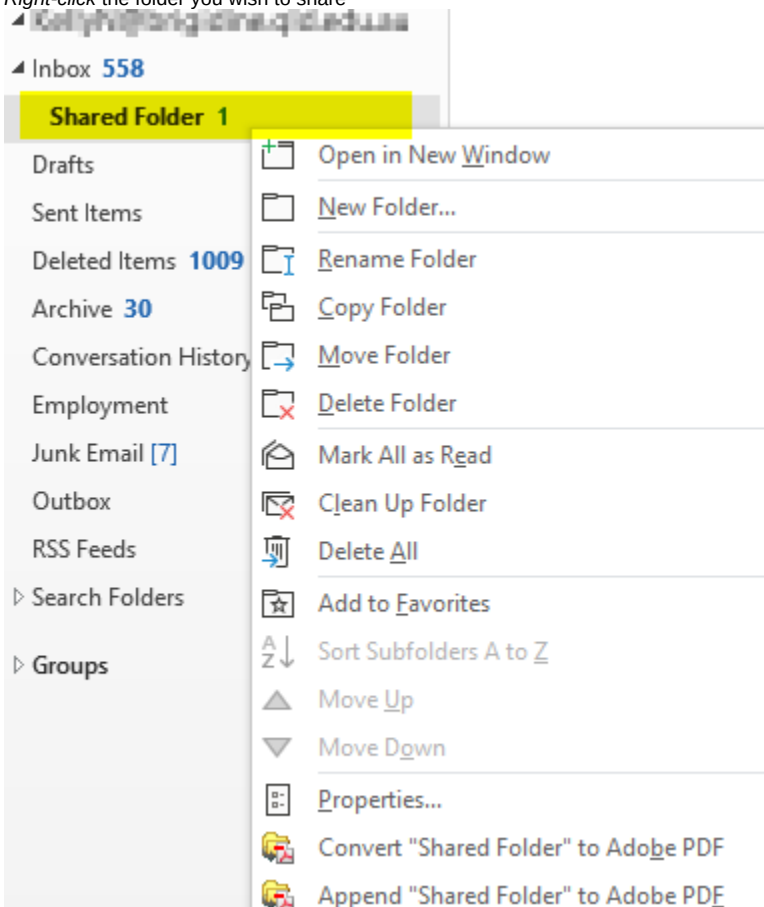
Creating a Shared Folder in Outlook

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.

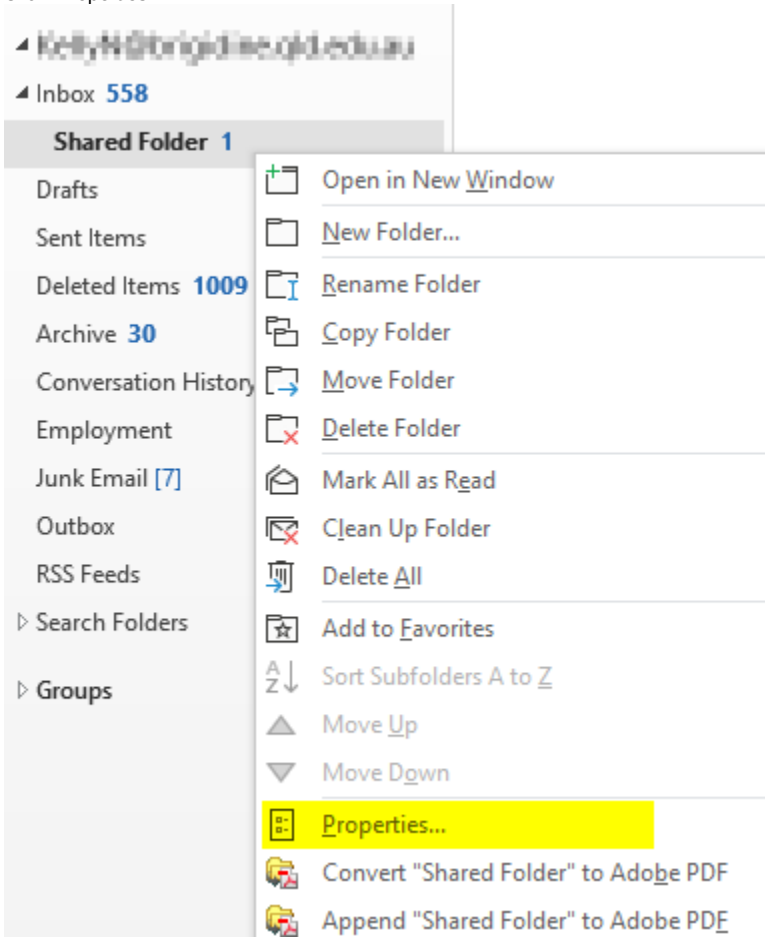
 It's not recommended to share folders from your email inbox. Before you proceed please contact IT support@brigidine.qld.edu.au to confirm if there is a better way to share your content

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

4. Click 'Add'

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

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

Search: ☒ Name only ☐ More columns Address Book

James Go Offline Global Address List - KellyN@brigitc Advanced Find

Name	Title	Business Phone	Location
James	IT Support		
James Fitzgerald			
James Hall			
James Sullivan			
Jane Eadie		607 3876 7005	
Jane MacIntyre	Cultural Coordinator	607 3876 7005	
Janelle Barker		607 3876 7005	
Janel Shaw	Teacher/ Admin/ Admin Appt...	607 3882 8088	
Janelle and mother			
Jaqueline Jankar			
Jaqueline Amund			
Jaqueline La			
Jaqueline Williams			
Jaqueline Wilson			
Jason Whitaker	IT Support	607 3882 8088	Office
Jason Wilson			
Jason Wilson			

Add James

OK Cancel

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

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

Read

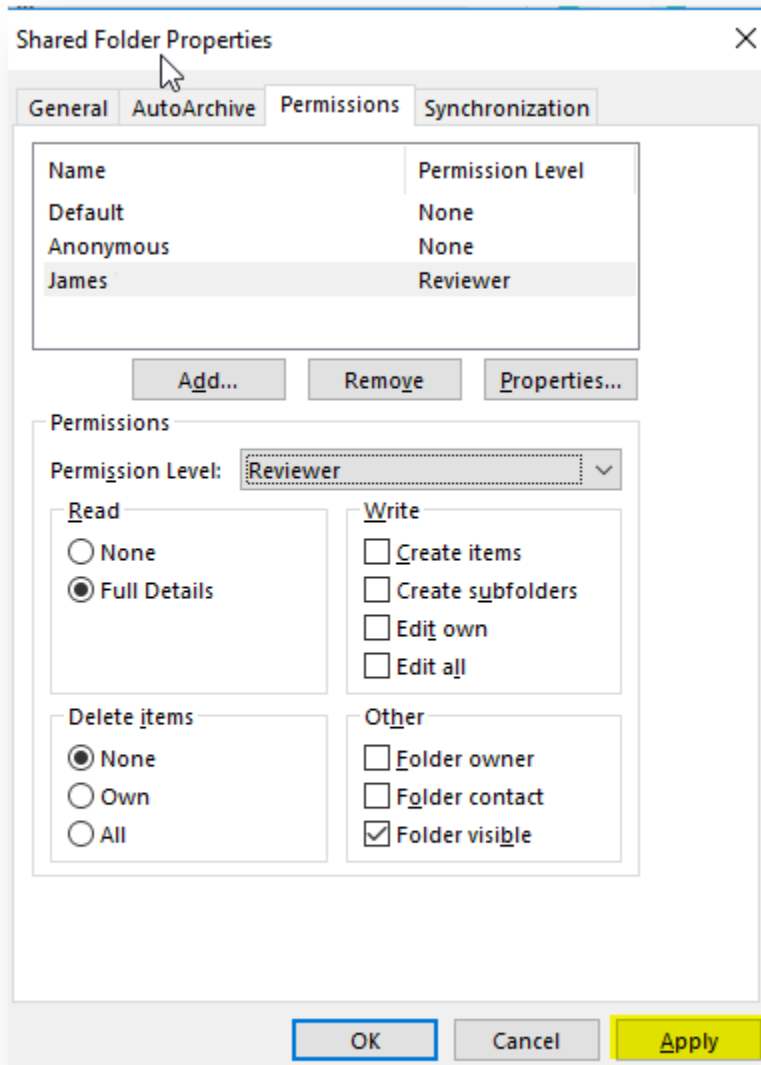
- ☒ None
☐ Full Details

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