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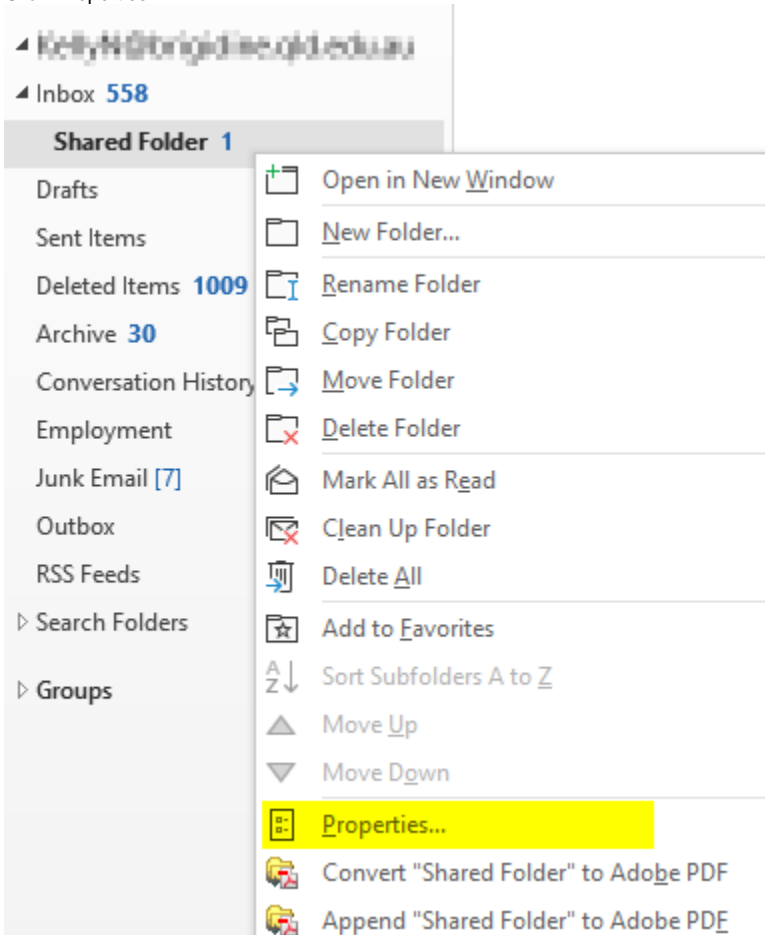
> ⊘ It's not recommended to share folders from your email inbox. Before you proceed please contact IT support@brigidine.qld.edu.au to confirm if there is a better way to share your content

Instructions

1. *Right-click* the folder you wish to share
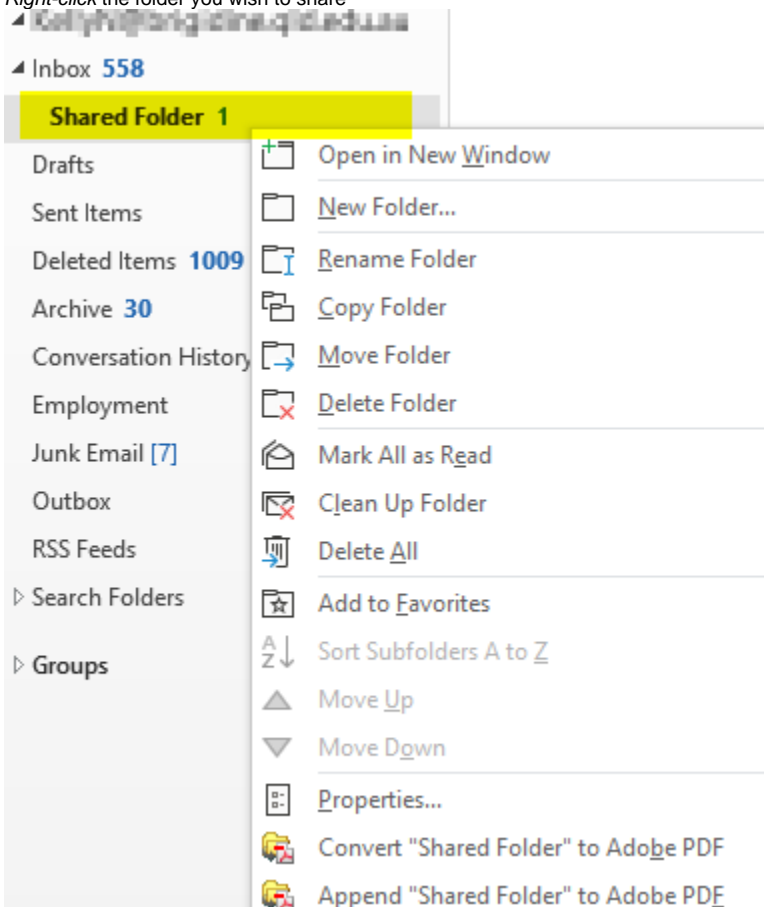
2. *Click* 'Properties'.

3. *Choose* the 'Permissions' tab,

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@brigic ▾   Advanced Find

Name	Title	Business Phone	Location
James	IT Support		

[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 ⌄

Read

⦿ None
◯ Full Details

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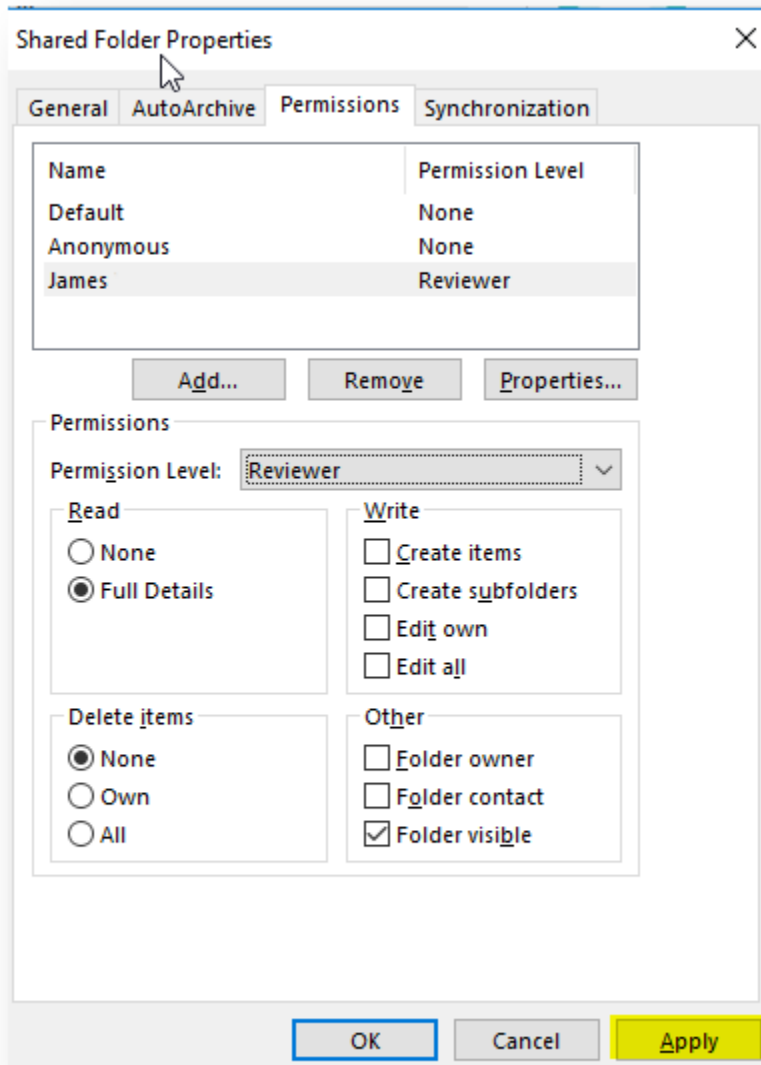None

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