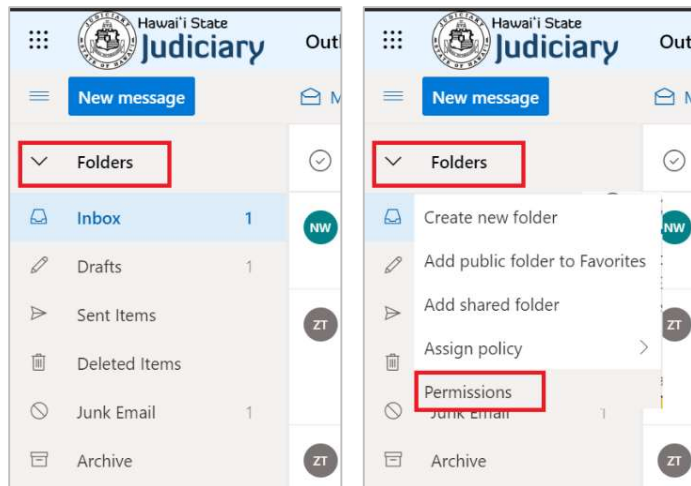

How to Share Your Email Folders

If you want to share your email folder with another staff member (ex: your secretary or a co-worker), follow the instructions provided below.

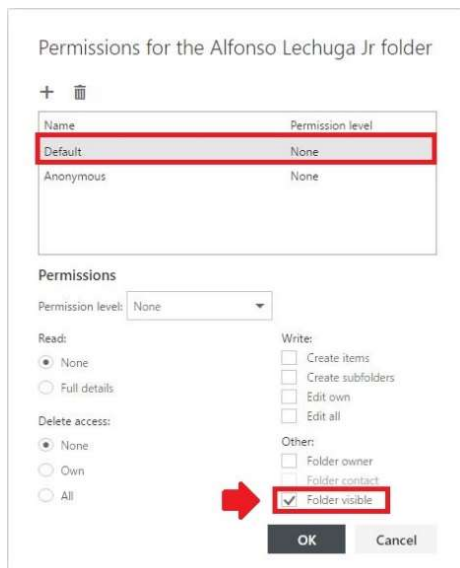
Setting Default Permissions

Before you can share email folders with other users, you must set up your account's default folder permissions. If you do not do this before sharing, the folders you share will remain inaccessible to those users.

1. From the Outlook app, **right-click** on **Folders** on the left side of the screen then select **Permissions** from the menu.



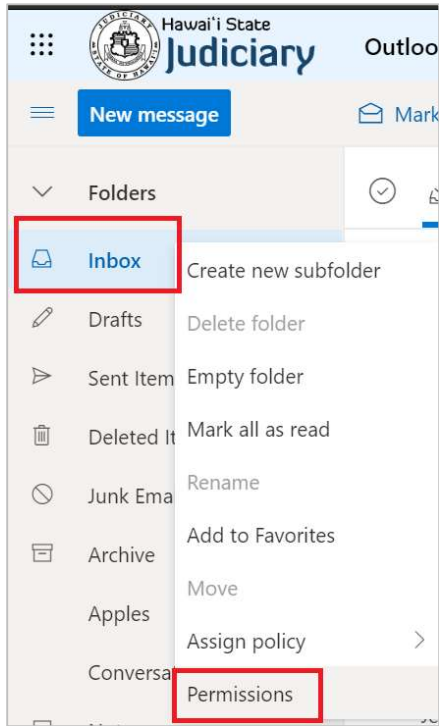
2. In the **Permissions for** window, select the **Default** name (if necessary) and check the **Folder visible** box near the bottom-right corner of the window.
3. Click **OK** to close the window and save your changes.



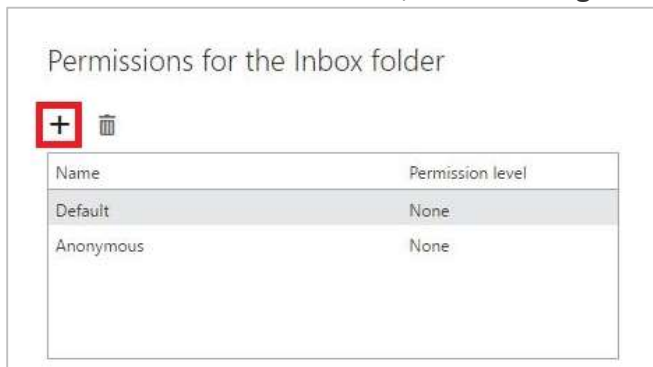
Sharing a Folder

Now that your email **Folders** default permissions are set up, you can go ahead and share the inbox, or any email folder, using the following steps.

1. From the Outlook app, right-click the email folder you wish to share on the left side of the screen and select **Permissions** from the menu.



2. In the **Permissions for** window, click the **+ sign** to add another user to the list.



3. In the **Add permissions** window, type the name or email address of the person you want to share this folder with and click **Search Contacts & Directory** (if you have emailed this person before or they are one of your contacts, the name should appear as you type).

- Select them from the list (if necessary) and click **Add**.

Permissions for the Inbox folder

Name	Permission level
Default	None
Anonymous	None

Add permissions

Enter the name or email address of the person you want to give permissions to this folder.

Read:

- None
- Full details

Delete access: None, Own, All

Search Directory

Add **Cancel**

- Adjust the person's **Permission** level accordingly or manually configure their read, write, delete, and other access. The following table provides a description of each permission levels.

Permissions for the Inbox folder

Name	Permission level
Default	None
Anonymous	None
zz Training01	None

Permissions

Permission level:

Read: None, Full details

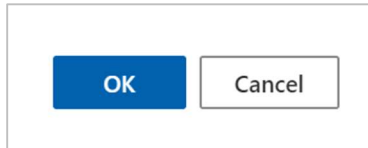
Delete access: None, Own, All

Owner
Publishing editor
Editor
Publishing author
Author
Nonediting author
Reviewer
Contributor
None
Custom

Cancel

Permission Level	Description
Owner	Full rights to the folder, including assigning permissions to others
Publishing Editor	Create, read, edit, and delete all items, and create subfolders
Editor	Create, read, edit, and delete all items, and create subfolders
Publishing Author	Create and read items and subfolders, and edit and delete created items
Author	Create and read items, and edit and delete items you create
Non-editing Author	Create and read items, and delete items you create
Reviewer	Read items only
Contributor	Create items only (folder contents are not visible)
None	No permissions (you cannot open the folder)

6. Click **OK** to save the changes.



7. Send the person you just shared the folder with an email message to let them know they now have access.
8. If you need to unshare an email folder with someone, select their name from the list of permissions, click the trash can, and click **OK**.
9. If you need to edit someone's permissions, select their name from the list, change their permissions accordingly, and click **OK**.