Sharing Outlook Folders

Sharing Outlook folders with other requires both the owner (sharer) and then recipient to make modifications in their respective accounts.

Step 1 – Owner Grants Permissions
1. Launch the owner’s Outlook.
2. Share owner’s mailbox by performing one of the following:

<table>
<thead>
<tr>
<th>Windows 7</th>
<th>Windows XP</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Right-click on the top entry (<a href="mailto:owners_name@cuesta.edu">owners_name@cuesta.edu</a>) in Outlook’s folder list (far left pane).</td>
<td>a. Right-click on the top entry (Mailbox – OwnersName) in Outlook’s folder list (far left pane).</td>
</tr>
<tr>
<td>b. Click Folder Permissions.</td>
<td>b. Click Change Sharing Permissions...</td>
</tr>
</tbody>
</table>

The Properties dialog (Permissions tab) appears.
c. Click the **Add...** button. 
*The Add Users dialog appears.*

d. Double-click on the recipient’s name, and then click **OK**.
*The Add Users dialog will close redisplaying the Properties dialog.*

e. Click the recipient’s name and then select the desired **Permission Level**.

f. Click **OK**.

3. Share specific folders by performing the following:
   a. Right-click on a folder you wish to share (e.g. Inbox, Sent Items, etc.).
   *A shortcut menu will appear.*

   b. Click **Properties**.
   *The Properties dialog will appear.*
c. Click the **Permissions** tab.
d. Click the **Add…** button.
   *The Add Users dialog appears.*
e. Double-click on the Recipient’s name.
f. Click the **Add** button and then click **OK**.
   *The Add Users dialog will close redisplaying the Properties dialog.*

g. Click the recipient’s name and then select the desired **Permission Level**.
h. Click **OK**.
Step 2 – Recipient Adds Owner’s Mailbox to Folder List

*NOTE: Permissions must first have been granted the recipient by the owner of the other mailbox!*

1. Launch the recipient’s Outlook.
2. Open the recipient’s mailbox by performing one of the following:

<table>
<thead>
<tr>
<th>Windows 7</th>
<th>Windows XP</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Right-click on the top entry <strong>(<a href="mailto:recipients_name@cuesta.edu">recipients_name@cuesta.edu</a>)</strong> in Outlook’s folder list (left pane).</td>
<td>a. Right-click on the top entry <strong>(Mailbox – RecipientsName)</strong> in Outlook’s folder list (far left pane).</td>
</tr>
<tr>
<td>b. Click <strong>Data File Properties…</strong>&lt;br&gt;The Properties dialog will appear.</td>
<td>b. Click <strong>Change Sharing Permissions…</strong></td>
</tr>
<tr>
<td>c. Click the <strong>Advanced</strong> button.</td>
<td></td>
</tr>
</tbody>
</table>
d. Click the **Advanced** tab.

![Advanced tab](image)


e. Click the **Add** button.

![Add button](image)

f. Enter the name of the owner’s mailbox and then click **OK**.

g. Click **OK** and then click **OK**.

*The owner’s mailbox will appear in the recipient’s list on the left. Expanding the owner’s mailbox (by clicking the triangle or plus sign to its left) will reveal any owner’s folders to which the recipient has been granted access.*