Sharing a Folder in Outlook 2010

**IMPORTANT NOTE:** In order to share a folder in Outlook, you have to go through at least THREE levels of setting up permissions. Permissions need to be set up at the Mailbox Root (email address – folder permissions), Cabinet (properties) along with the folder (and/or sub folders) in order for the user to view the Shared Folder.

1. Right click on the folder to be shared. Click on properties.

2. Click on the Permissions tab.
3. Click Add and search the address book for the person you would like to share the folder. Double Click on the person select OK. Highlight the person you just added. Change the permission level to a pre-determined permission level or select the check boxes underneath Read/Write/Delete Items/Other (based on the access the user needs). Make sure the folder visible box is checked. Click Apply and Ok.

![Folder Permissions](image1.png)

4. In this example, Banner 9 is a sub-folder of Banner. The Banner folder needs to be shared so that Banner 9 folder can be viewed.

5. To Share the Banner Folder: Right click on the folder, click on properties, click on permissions tab, click on add the user, click on the user’s name, set the permission level to NONE and make sure the folder visible is checked. Click Apply and Ok.

![Folder Properties](image2.png)

Sharing a folder
NOTE: If you select a different permission level than NONE, you are giving the user access to see everything in this folder.

6. The next folder to share is the cabinet. Follow the same steps of sharing the Banner folder (number 5). Remember to set the permission level to NONE and check the folder visible box.

7. The final folder to share is the Mailbox Root (email address at the top). Right click on the folder, click on folder permissions, click on the permissions tab, click on Add, find the user in the address book, add the user, double click on the user, select ok, click on the user (highlight it blue), set the permission level to NONE, check the folder visible box, click Apply and Ok.

8. The user will have to follow the directions on how to open a shared folder in order to see the shared folder.