

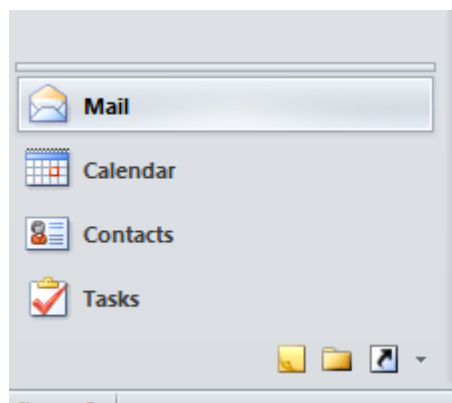
How to share an Outlook Folder

Quite often it is useful to be able to share certain folders with other members of your organisation. This saves time and email correspondence as you do not have to forward emails onto several people or CC others in.

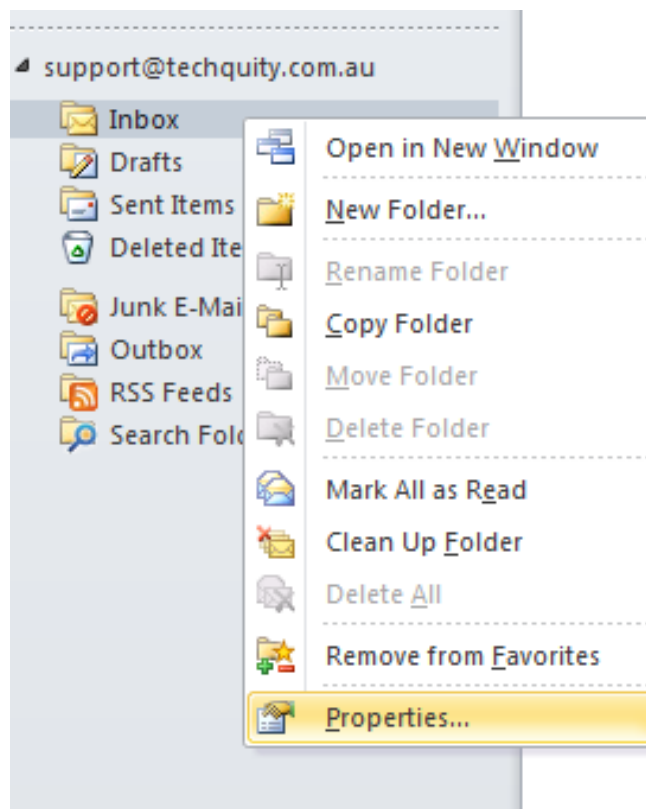
To do this follow the below steps:

Log into your Outlook 2010 account on your local PC.

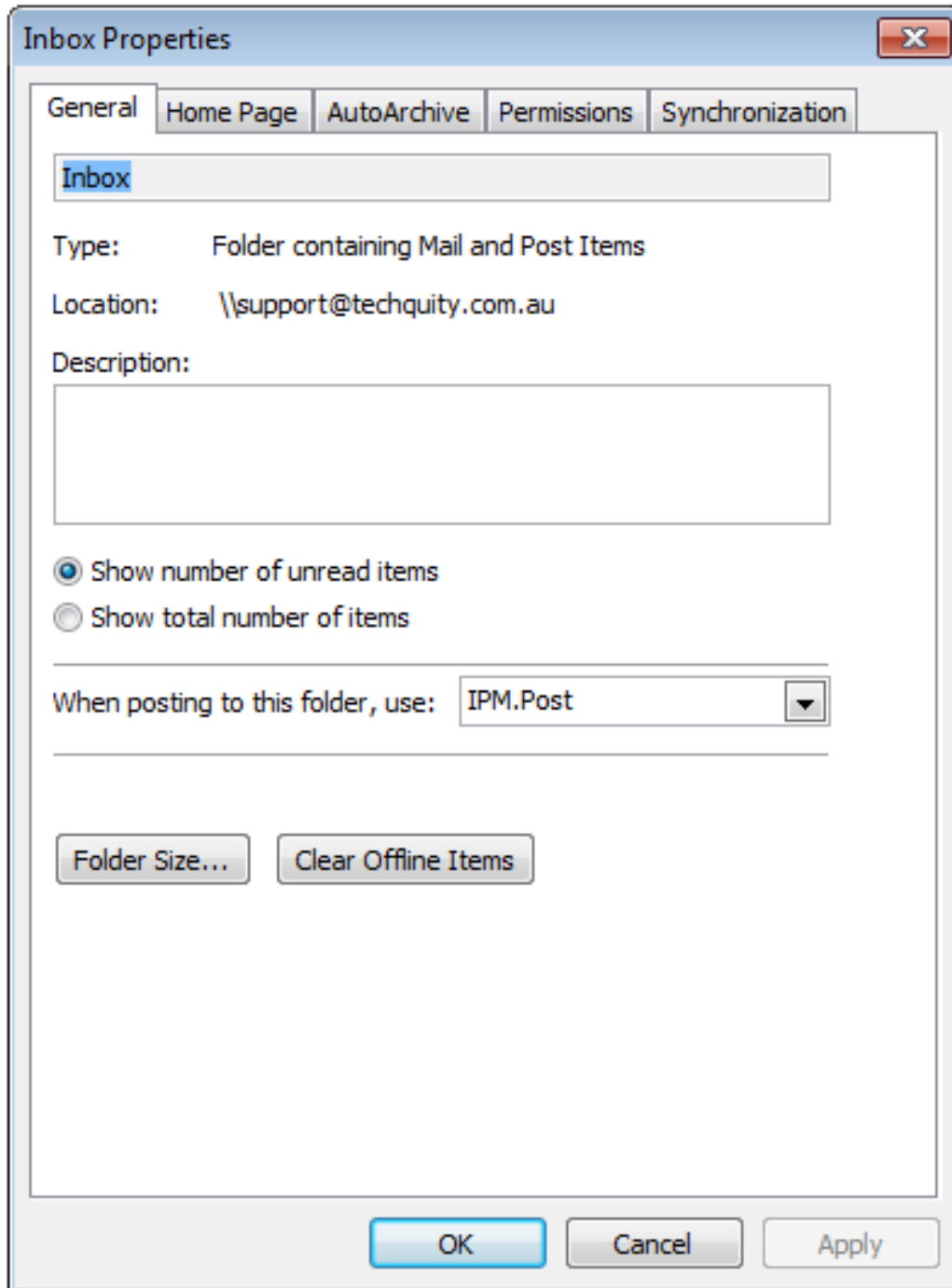
Ensure you are Mail window.



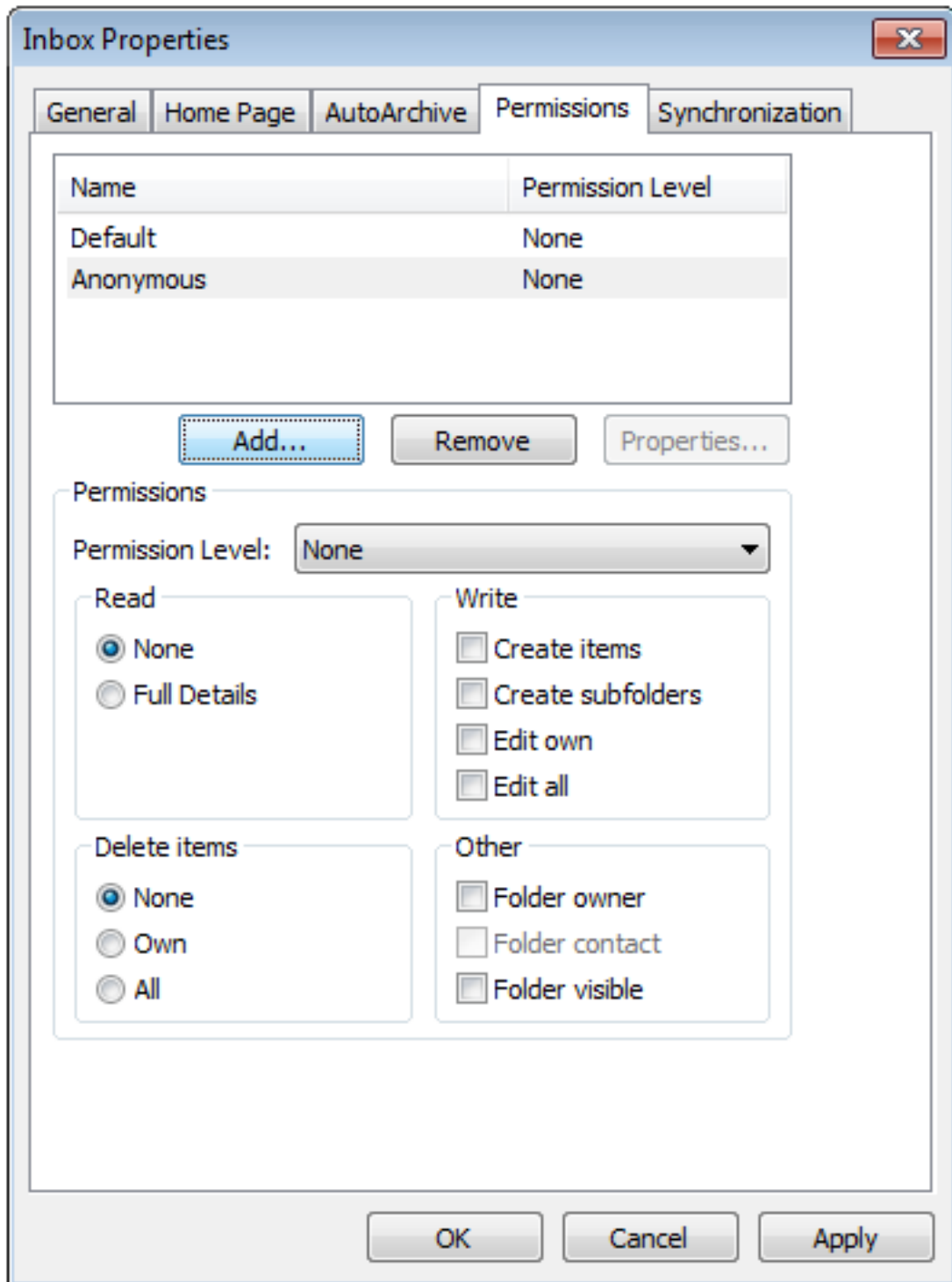
Right click on the folder you wish to share, then click 'properties'



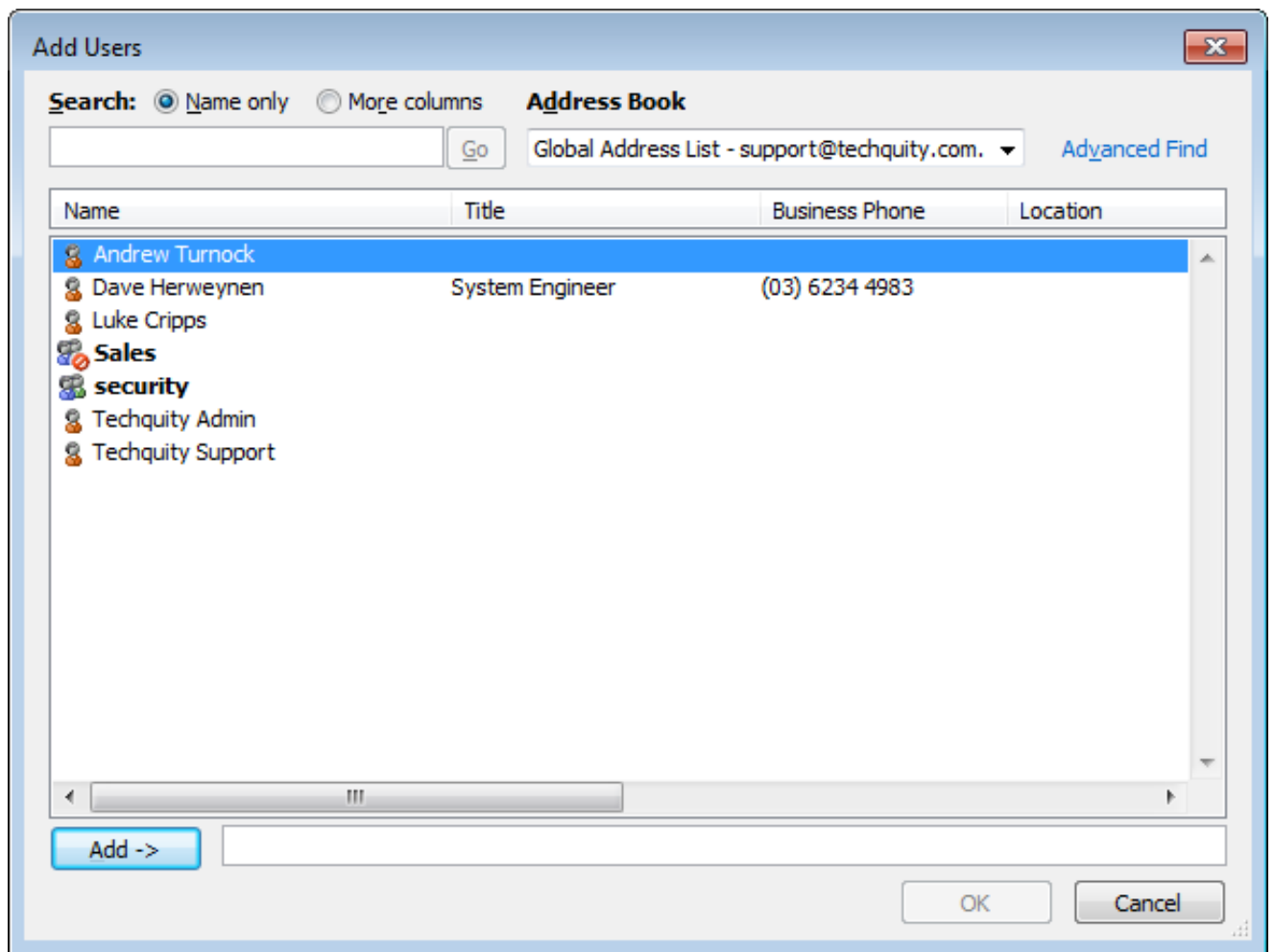
A new window will appear, click on the 'Permissions' tab



Click on 'Add'



A new window opens



Select the user you wish to share the folder with and click 'OK'

This user will need to have the permission levels set which determines what actions they can undertake in your folder.

For example if they are set to 'owner' they will have the same privileges as you.

The image shows a 'Permissions' dialog box with the following settings:

- 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

Buttons at the bottom: OK, Cancel, Apply

Click Ok, and that person will receive the invitation to share your folder.