Creating Folder Shares in Microsoft Outlook 2016 for the Mac

Sharing folders in Microsoft Outlook requires the setting of user permissions for the mailbox and the folder you want to share. The specific folder access settings apply only to the folder you share and DOES NOT include any sub-folders. Each folder must be granted permissions individually.

Folder Permissions

- **Owner**: Allows full rights to the folder, including assigning permissions (not recommended for anyone other than the mailbox account owner).
- **Publishing Editor**: Allows users to create, read, edit, and delete all items; and create subfolders.
- **Editor**: Allows users to create, read, edit, and delete all items.
- **Publishing Author**: Allows users to create and read items; create subfolders; edit and delete items they have created.
- **Author**: Allows users to create and read items; edit and delete items they have created.
- **Nonediting Author**: Allows users to create and read items; delete items they have created.
- **Reviewer**: Allows users to read items.
- **Contributor**: Allows users to create items.
- **None**: No permissions are set for the selected user on the specified folder.

Applying Folder Permissions

Prior to granting share access to a particular folder, you must first establish permissions to view your mailbox. Then, you will apply one of the permissions listed above to the specific folder you want to share. The following explains how to create mailbox permissions and a folder share in Microsoft Outlook 2016 for the Mac:

1. Right-click the **account mailbox** you want to share (See Figure 1).
2. In the drop-down menu, click **Sharing Permissions** (See Figure 1).
3. The *Folder Properties* window appears. Click **Add User**.

![Figure 2 - Click Add User](image)

4. The *Search Box* opens. Enter the **name** or **NetID** to search the address book for the user you want to grant permission to the selected folder.

![Figure 3 - Search Box](image)
5. Click the desired **account name** (See Figure 4).
6. Click **Add** (See Figure 4).

![Figure 4 - Add](image)

7. The **Folder Properties** window appears to display the new user added with a default permission level of **None**.
   a. Under **Other**, check the **Folder visible** checkbox, leaving all other permissions at a status of **None** or unchecked. This allows the selected user to view items shared in your mailbox without having access to your mail messages or other folders you do not want to share (See Figure 5).
   b. Click **OK** to save selections (See Figure 5).

![Figure 5 - Set Folder Permissions](image)

8. The user selected now possesses the ability to access the folder you shared with them without having access to any other folders/items in your mailbox.
Creating a Folder Share

1. Right-click the folder you want to share (See Figure 6).
2. Click Folder Permissions. (See Figure 6).

3. The Folder Properties window appears. Click Add User.

![Figure 6 - Folder Sharing Permissions](image)

![Figure 7 - Click Add User](image)
4. The Search Box opens. Enter the **name** or **NetID** to search the address book for the user you want to grant permission to the selected folder.

![Figure 8 - Search Box](image)

5. Click the desired **account name** (See Figure 4).
6. Click **Add** (See Figure 4).

![Figure 9 – Add Account](image)
7. The *Folder Properties* window appears to display the new user added with a default permission level of *None*.
   a. Click the **Permission Level drop-down arrow** to select one of the pre-defined permission levels (See Figure 5).
   b. Use the *Read, Write, Delete Items, and Other* section options, as necessary, to customize user permissions (See Figure 5).
   c. Click **OK** (See Figure 5).

![Folder Properties](image)

**Figure 10 - Folder Properties**

8. The user can now access the folder with the permissions you specified.

**Note:** A notification **IS NOT** automatically generated when you share the folder. You must notify those you add via a manually created email or some other form of communication.
Viewing and Revising Folder Permissions

The following explains how to view and revise folder share permissions:

1. Right-click the folder you want to view and/or revise (See Figure 11).
2. In the drop-down menu, click Sharing Permissions (See Figure 11).

Figure 11 - Folder Sharing Permissions
3. The *Folder Properties* window appears. You have the following options:
   a. Remove users by clicking **Remove** (See Figure 12).
   b. Add users by clicking **Add User** (See Figure 12).
   c. Modify permissions by changing the permission in the **Permission Level drop-down** (See Figure 12).
   d. Changing the options in the *Read, Write, Delete Items, and Other* sections (See Figure 12).
   e. Click **OK** when you have made your revisions.

![Folder Properties window](image)

**Figure 12 - Folder Properties**

**Note:** A notification **IS NOT** automatically generated when you share the folder. You must notify those you add via a manually created email or some other form of communication.