Creating Folder Shares in Microsoft Outlook 2016 for the PC

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 recommend 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 PC:

Creating Mailbox Permissions

1. Click on the mailbox account name (See Figure 1).
2. In the Ribbon, click the Folder tab (See Figure 1).
3. In the Properties group, click Folder Permissions. (See Figure 1).

![Figure 1 – Folder Permissions](image-url)
4. The *Folder Properties* window appears. Click **Add**.

![Figure 2 - Click Add](image-url)
5. The *Add Users* window appears. Enter the **name** you are searching for in the **Search bar**.

6. Select the **name** of the user for whom you want to grant permission to the selected folder (pressing the **Ctrl** key on your keyboard + **left-clicking the name** allows you to select multiple names) (See Figure 3).

7. When you have selected all desired user name(s), click **Add** (See Figure 3).

8. The names selected appear in the *Add Users* field. Click **OK**. (See Figure 3).

![Figure 3 - Add User](image1.png)

**Note:** To select names from an alternate address book, click the **Address Book drop-down arrow** to view and select from all available address books.

![Figure 4 - Search Address Book](image2.png)
9. The **Folder Properties** window appears to display the new user(s) 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)

10. The user(s) 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. Click the folder you want to share.
2. In the Ribbon, click the Folder tab (See Figure 6).
3. In the Properties group, click Folder Permissions. (See Figure 6).
4. The Folder Properties window appears. Click Add.
5. The Add Users window appears. Enter the name you are searching for in the Search bar.
6. Select the name of the users for whom you want to grant permission to the selected folder (pressing the Ctrl key on your keyboard + left-clicking the name allows you to select multiple names) (See Figure 8).
7. When you have selected all desired user names, click Add (See Figure 8).
8. The names selected appear in the Add Users field. Click OK. (See Figure 8).

![Figure 8 - Add Users](image)

**Note:** To select names from an alternate address book, click the Address Book drop-down arrow to view and select from all available address books.

![Figure 9 - Select Alternate Address Book](image)
9. The *Folder Properties* window appears to display the new user(s) 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 10).
   b. Use the *Read, Write, Delete Items*, and *Other* section options, as necessary, to customize user permissions (See Figure 10).

![Figure 10 - Set Folder Permissions](image)

10. The user(s) 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. Click the **folder** for which you want to view or change permissions.
2. In the * Ribbon, click the **Folder** tab (See Figure 6).
3. Click **Folder Permissions** (See Figure 6).

4. The *Folder Properties* window appears. You may select users individually to apply different permissions, or select multiple users to apply the same permissions to all users selected. Press the **Ctrl** button and click each name you want to assign duplicate permissions. You have the following options:
   a. Add users by clicking **Add** (See Figure 11).
   b. Remove users by clicking **Remove** (See Figure 11).
   c. Modify permissions by changing the permission in the **Permission Level drop-down** (See Figure 11).
   d. Changing the options in the **Read**, **Write**, **Delete Items**, and **Other** sections (See Figure 11).

5. Click **OK** when you have made your revisions.

![Figure 11 - Folder Properties](image-url)