Creating Folder Shares in the Microsoft Outlook Web App

Sharing folders in *Microsoft Outlook Web App* 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 the Microsoft Outlook Web App:

Creating Mailbox Permissions

1. Right-click the **mailbox account name** (See Figure 1).
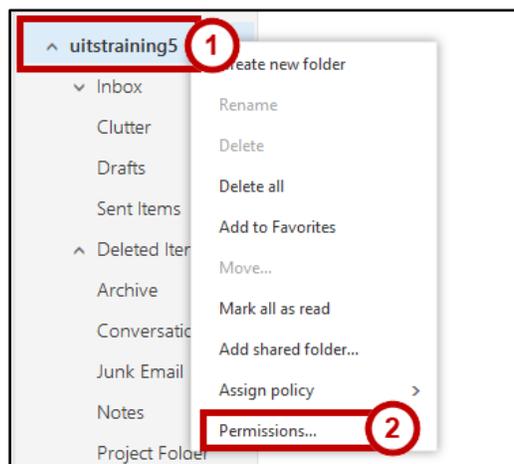2. Click **Permissions**. (See Figure 1).

Figure 1 - Mailbox Permissions

3. The *Mailbox Properties* window appears, click **Add (+)**.
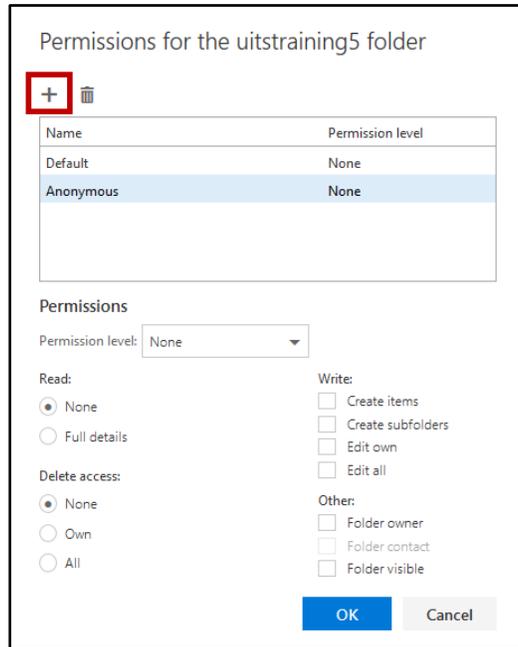

Figure 2 - Click Add

4. The *Add permissions* window appears. Enter the **name** or **email address** of the person you want to give permission to your mailbox.
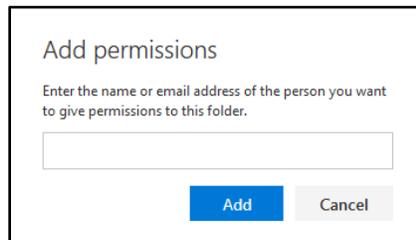

Figure 3 - Add User

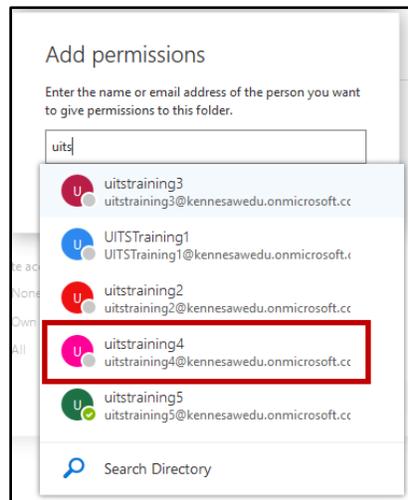5. When search results appear, click the appropriate **name/address**.

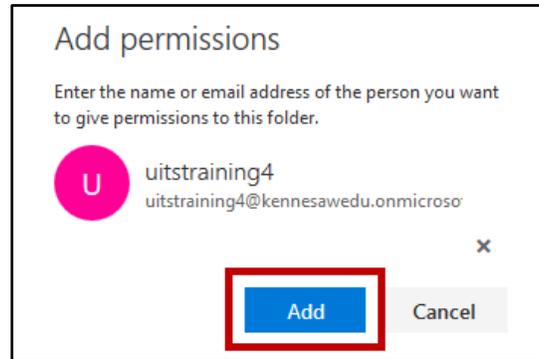**Figure 4 - Click the Name/Address**

6. Click **Add**.

Figure 5 - Click Add

7. The *Folder Permissions* window appears to display the new user added with a default permission level of *None* (See Figure 6).
   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 (See Figure 6).
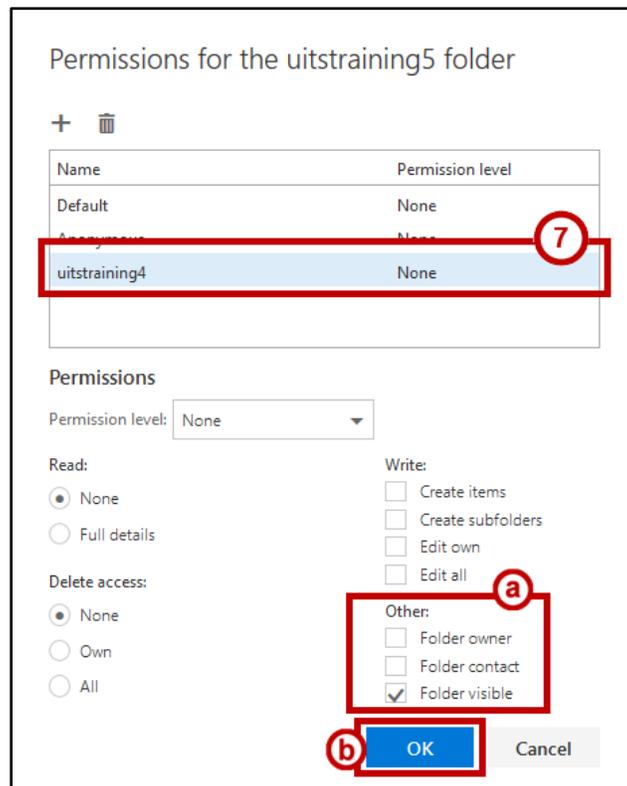   b. Click **OK** to save selections (See Figure 6).

Figure 6 - Set Folder Permissions

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 7).
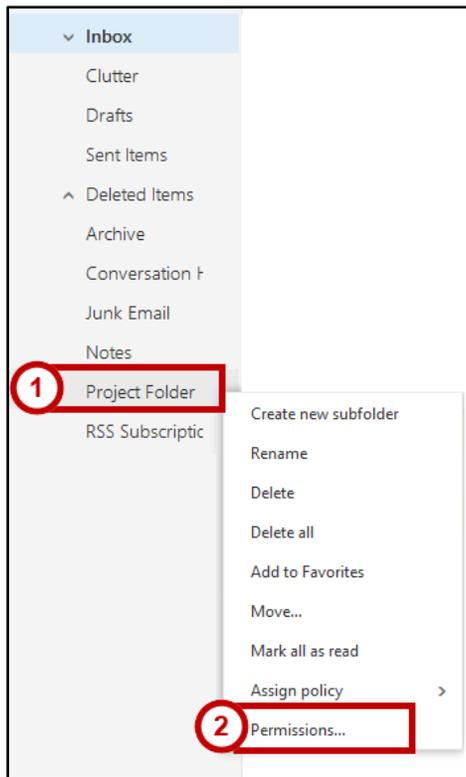2. In the drop-down menu, click **Permissions**. (See Figure 7).

Figure 7 - Folder Permissions

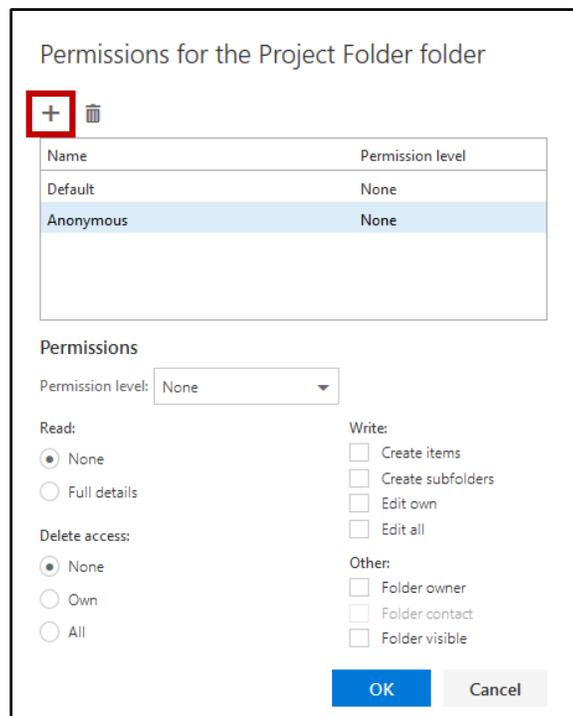3. The *Folder Properties* window appears, click **Add**.

Figure 8 - Click Add

4. The *Add permissions* window appears. Enter the **name** or **email address** of the person you want to give permission to your mailbox.
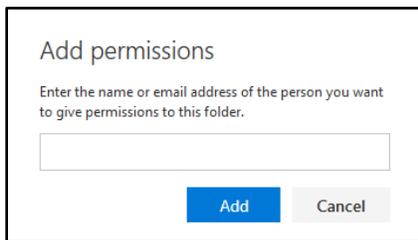

Figure 9 - Add User

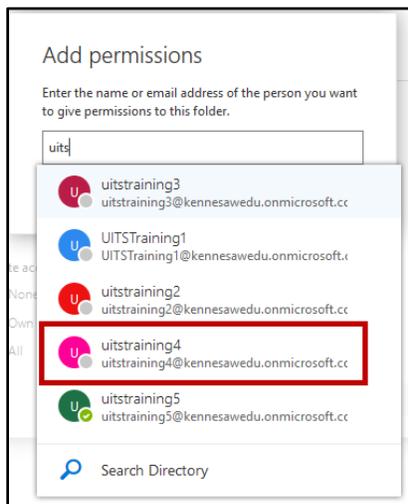5. When search results appear, click the appropriate **name/address**.

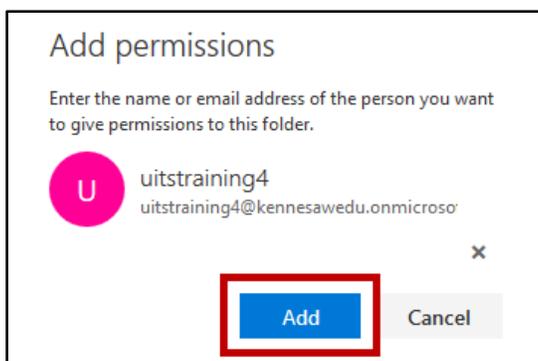**Figure 10 - Click the Name/Address**

6. Click **Add**.

Figure 11 - Click Add

7. The *Folder Permissions* 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 12).
   b. Use the *Read*, *Write*, *Delete Items*, and *Other* section options, as necessary, to customize user permissions (See Figure 12).
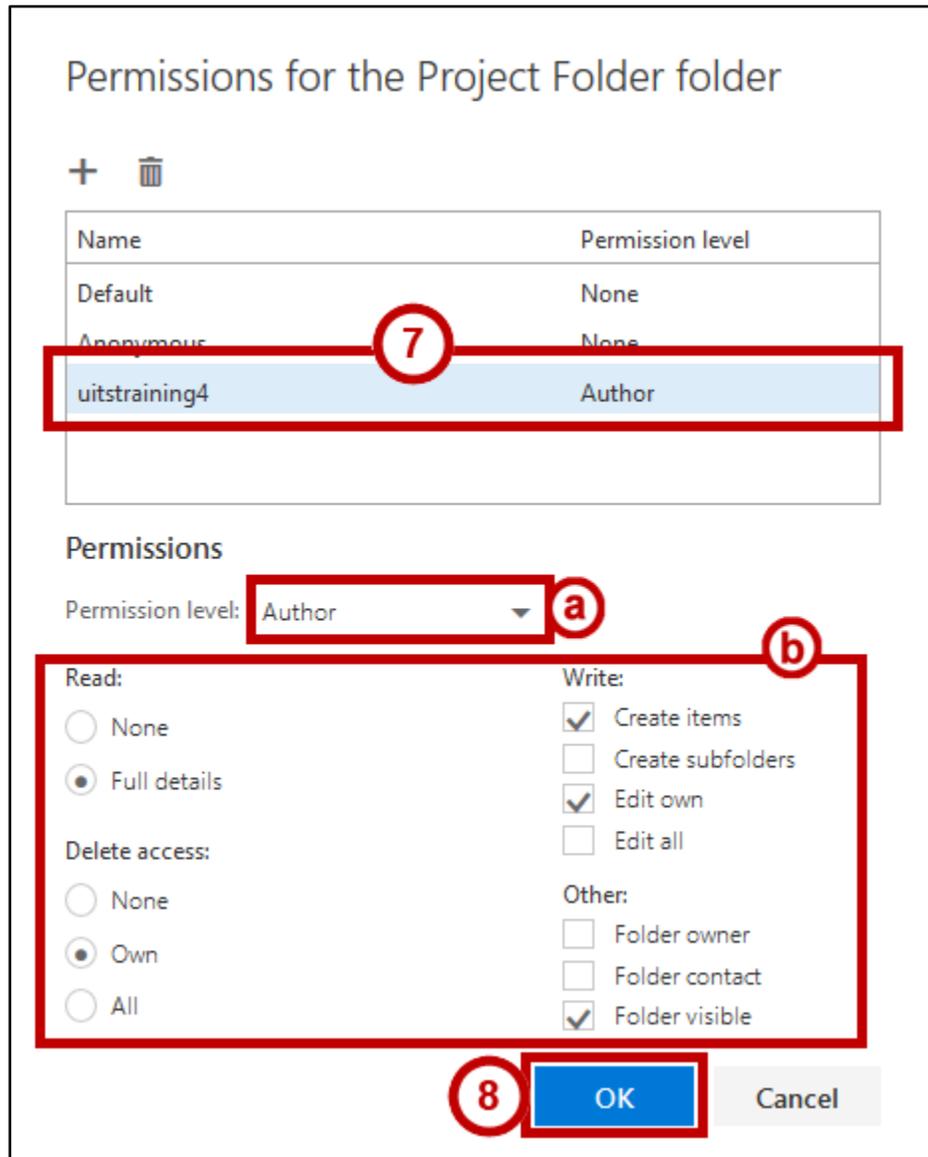8. Click **OK** (See Figure 12).

Figure 12 - Set Folder Permissions

9. 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** for which you want to view or permissions (See Figure 7).
2. Click **Permissions** (See Figure 7).

3. The *Folder Permissions* window appears. You have the following options:
   a. Add users by clicking **Add** (See Figure 13).
   b. Remove users by clicking the **name** and clicking **Delete** (See Figure 13).
   c. Modify permissions by highlighting the name and changing the permission in the **Permission Level drop-down** (See Figure 13).
   d. Changing the options in the *Read*, *Write*, *Delete Items*, and *Other* sections (See Figure 13).
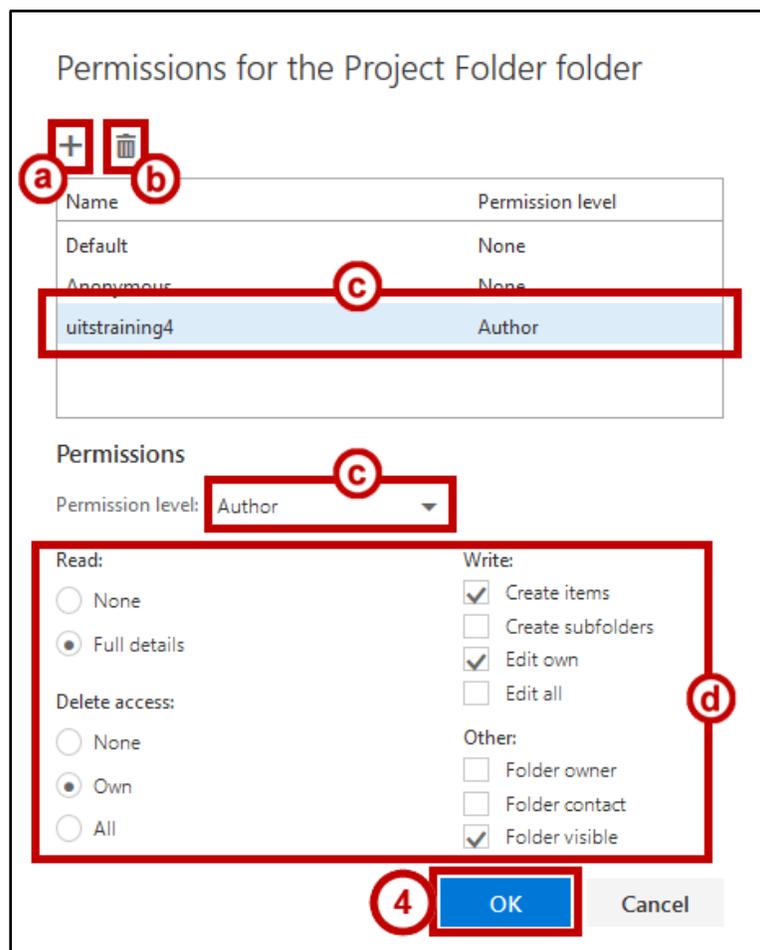
4. Click **OK** when you have made your revisions.

Figure 13 - Folder Properties