Setting permissions to SHARE Outlook Folders

1. Open Outlook, and find the Folder List; in Outlook 2016, 2013, and 2010, Folder List is the default view.

2. From the menu that appears, select Properties, and then click the Permissions tab.

   If you do not see the Permissions tab, you probably have Personal Folders set as your default delivery location. In order to grant permissions, set the default delivery location to your Microsoft Exchange mailbox.

3. Click Add..., and then select the people to whom you wish to grant permissions. After each selection, click Add ->. When you are done, click OK.

4. You can now select which permissions to grant. If you wish to grant only the ability to view items in this folder, assign the role of Reviewer. For more on permissions, see the list below.

   To grant permissions, select a name from the box beneath "Name:" and "Permissions: ", and then from the drop-down menu beside "Permission Level:" or "Role:", make your selection. You can also create custom permissions by selecting from the options within the "Permissions" area. Once you've finished making your selections, click Apply, and then OK.

   - **Owner**: Allows full rights to the mailbox, including assigning permissions; you should not assign this role to anyone
   - **Publishing Editor**: Create, read, edit, and delete all items; create subfolders
   - **Editor**: Create, read, edit, and delete all items
   - **Publishing Author**: Create and read items; create subfolders; edit and delete items they've created
   - **Author**: Create and read items; edit and delete items they've created
   - **Nonediting Author**: Create and read items; delete items they've created
   - **Reviewer**: Read items
   - **Contributor**: Create items
   - **None**: Gives no permissions for the selected accounts on the specified folder