

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