Sharing Your Mailbox Folders

You may find it convenient to share out your mailbox folders with co-workers. You can control which folders are accessible as well as what actions the recipient has such as the ability to read or the ability to read and write to the specific folder. Sharing your Mailbox involves two steps: 1) Give permissions to your mailbox to another user; 2) The other user must add your mailbox on their computer.

In the first illustration below, the CIS Helpdesk Calendar is shared with the user Academic Computing, allowing Academic Computing to open and read calendar items, as well as the ability to create new items and delete old items in the CIS Helpdesk’s Calendar. In the second illustration, the CIS Helpdesk mailbox is added by the user Academic Computing--now the user Academic Computing has two mailboxes--Academic Computing and CIS Helpdesk.

Part I

1. Right click on the mailbox folder and select Properties.
2. On the following screen click on the **Permissions** tab:

3. On the following screen click **Add**
4. On the following screen find the name of the user in the global address list and once highlighted click the **Add** button in the middle of the window. The name will be moved to the box on the right side. Click **OK**.
5. On the screen below select the permission level for the highlighted user by clicking the down arrow beside Permission level and selecting the level of access you wish the user to have. In this example, Academic Computing is being given Editor’s rights which will allow for reviewing and creating calendar items. Then click OK.
1. You then have to give permission on the folder level to each folder you would like the recipient to have access to. In this example we are giving permissions to the Calendar folder only.
2. Right click on the Calendar folder as shown below and select Properties:

![Calendar folder properties]

3. Click on the Permission tab and follow steps 3-5 above which gave permission to the Mailbox itself. The user Academic Computing will then have access to the CIS Helpdesk Calendar only and not any other folders such as the Inbox. If you wanted to grant permissions to additional folders, follow the same steps for these folders as illustrated here for the Calendar.
Part II

1. In Outlook, select **E-mail Accounts** on the **Tools** tab. You will see the following screen:

2. Click the radio button "View or change existing e-mail accounts" and click **Next**. You will see the following screen:
3. Click **Change**...

You will see the following screen:

![Exchange Server Settings](image1)

4. Click **More Settings**

You will then see the following screen:

![Microsoft Exchange Server](image2)
5. Click **Add**...

You will see the following screen:

![Add Mailbox](image)

6. Type the name of the user whose mailbox you are adding and click **OK**.

You will see the following screen:

![Email Accounts](image)
7. Click **Finish**. You are done. You can now see the additional mailbox in your folder list as shown below. (Remember--in this example the Academic Computing user added the CIS Helpdesk user mailbox.)