

Sharing Folders Information

Sharing folders is a two-way process. One person must share the folder, then the other person must add the folder. In addition to that, when you share a folder, it does not share the subfolder. Therefore, each subfolder must be shared separately.

For Example:

In the images to the right, we are wanting to share the HIST 201 – 001

1. We should share Folders

(Depending on the version of Outlook)

- 2. Then we should share Cabinet
- 3. Then we should share Midterms
- 4. Then we would share the HIST 201 001

To share each folder, please follow the steps below according to your device:

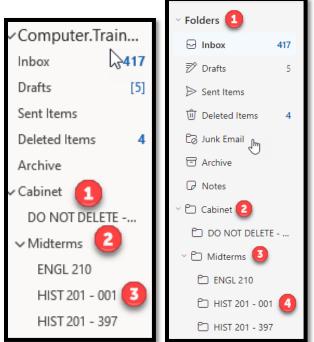
Sharing Folders from shared mailboxes cannot be done in New Outlook or Mac Version of Outlook. If you are using either version, you will need to share your folder from the browser.

Sharing Folders (Browser Version)

- 1. Right click on the folder that you wish to share
- 2. Select Sharing and permissions
- 3. Click the + Symbol



- 4. Seach for the person that you wish to share to
- 5. Click Add
- 6. Assign a Permission level
- 7. Click OK



🗠 🖆 Cabine	0 items	Permissions for the C	abinet folder
1 OD 🗅	Create new subfolder	+ 1	
~ 🗅 Midt	Delete folder	Name Default	Permission level None
	Empty folder	Anonymous Technology Training	None Editor
🗅 ніз	Mark all as read		
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> 🗀 Nanc		Permission level Editor	~
🗂 Train		Read:	Write:
🖒 Conve		None	Create items
🗂 Junk N		• Full details	Edit own
🗂 RSS Fe	Open in new tab	Delete access:	Other:
🗂 Tasklis	t	Own	Folder owner Folder contact
		 All 	Folder visible
			OK Cancel

Sharing Folders (Classic Application Version)

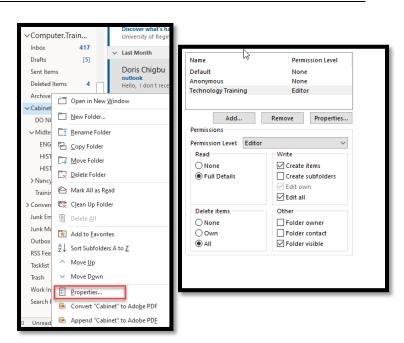
- 1. Right click on the folder that you wish to share
- 2. Select Properties
- 3. Select Permissions

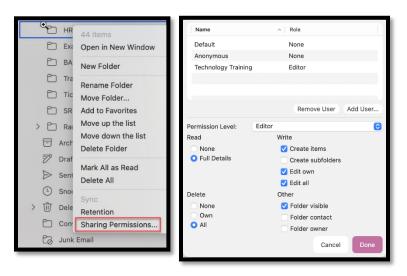


- 4. Click the Add...
- 5. Click OK
- 6. Seach for the person that you wish to share to
- 7. Click Add
- 8. Assign a Permission level
- 9. Click Apply
- 10. Click **OK**

Sharing Folders (Mac Version)

- 1. Right click on the folder that you wish to share
- 2. Select Sharing Permissions...
- 3. Click the Add User...
- 4. Seach for the person that you wish to share to
- 5. Click Add
- 6. Assign a Permission level
- 7. Click Done



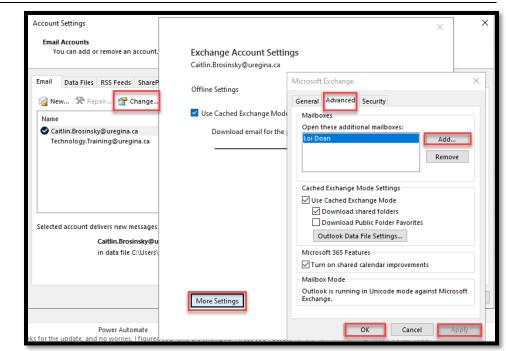


- 1. Right Click on Folders
- 2. Click Add shared folder or mailbox
- 3. Search for the person that shared the folder with you
- 4. Click Add

 Folder Create new folder 		
🖂 Inb	Add shared folder or mailbox	
🔊 Dra	Assign policy >	
▷ Ser	Sharing and permissions	
U Deleted Items 4		

Adding a Shared Folder (Classic Application Version)

- 1. Click **File** in the top left corner
- 2. Select Account Setting
- 3. Select Account Settings...
- 4. Click Change...
- 5. Click More Settings
- 6. Click Advanced
- 7. Click **Add...**
- 8. Search for the person that shared with you
- 9. Click OK
- 10. Click Apply
- 11. Click **OK**
- 12. Close all tabs



Adding a Shared Folder (Mac Version)

- 1. Click File in the top left corner
- 2. Select Open
- 3. Select Shared Mailbox...
- 4. Search for the person that shared with you
- 5. Click Add

