

## 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.

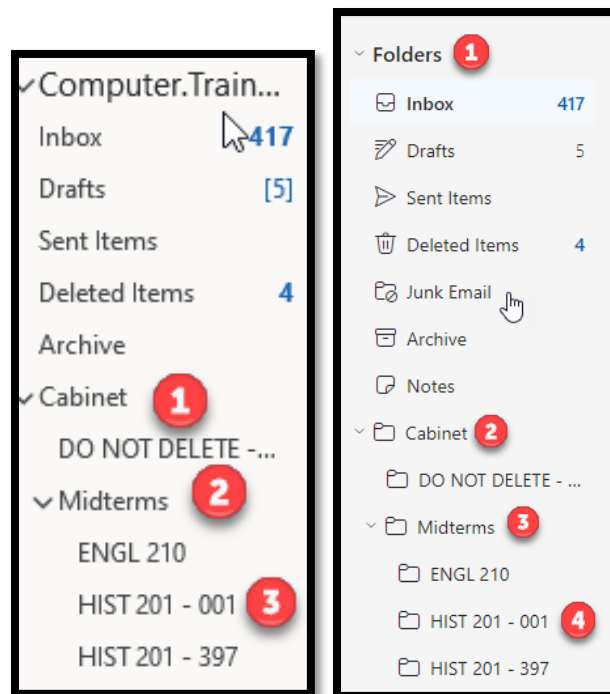
For Example:

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**

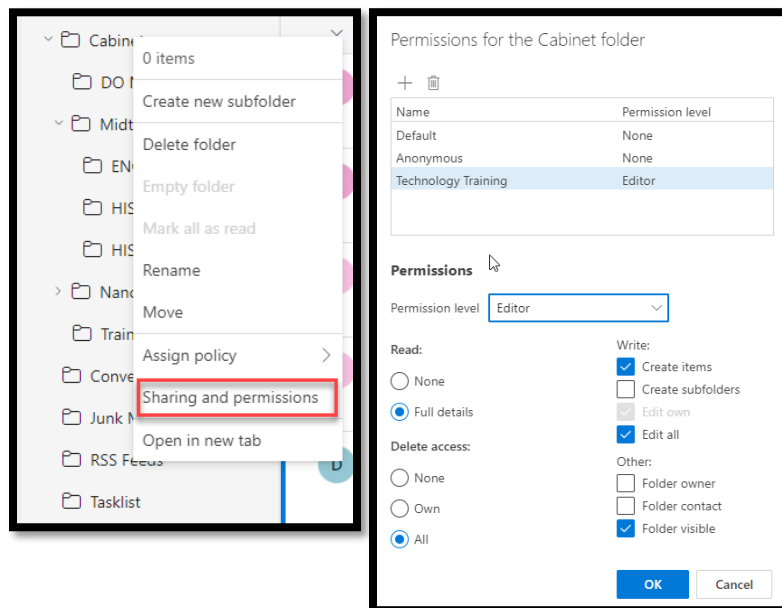
To share each folder, please follow the steps below according to your device:

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.



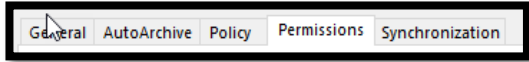
## Sharing Folders (Browser Version)

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

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

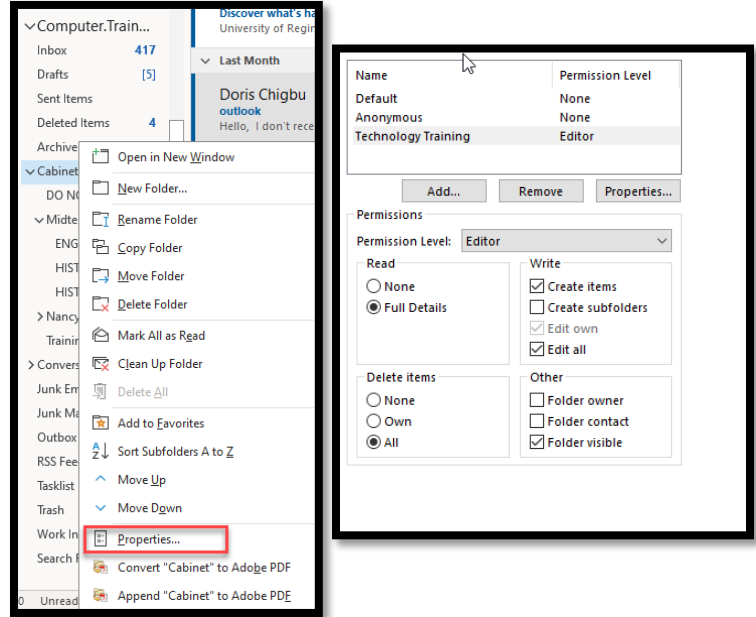


## Sharing Folders (Classic Application Version)

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

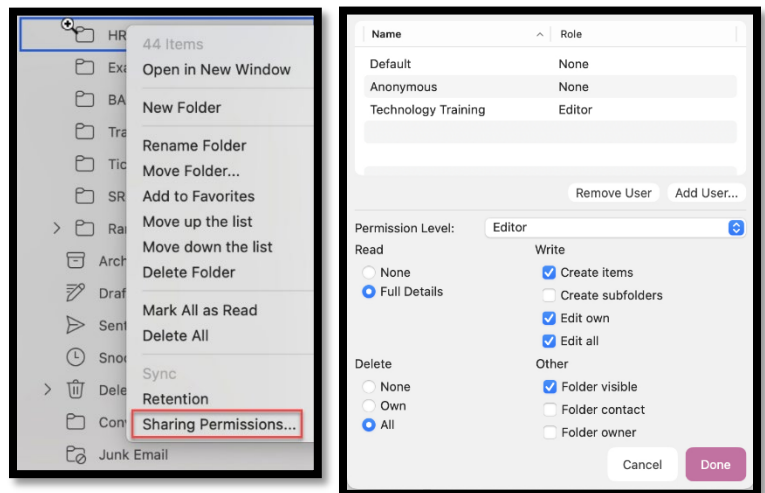


4. Click the **Add...**
5. Click **OK**
6. Search for the person that you wish to share to
7. Click **Add**
8. Assign a **Permission level**
9. Click **Apply**
10. Click **OK**



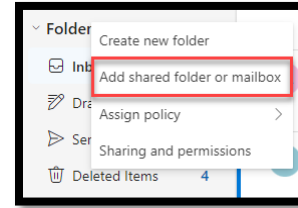
## Sharing Folders (Mac Version)

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



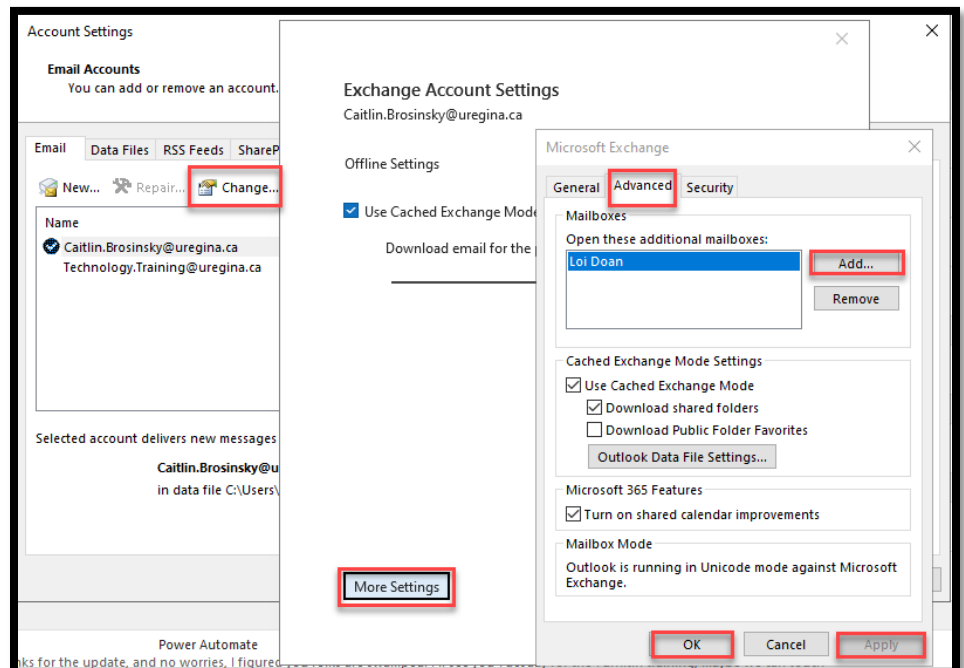
## Adding a Shared Folder (Browser Version)

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**



## 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**

