

Sharing An Office 365 Folder (Mail, SubCalendar, Contacts) With Another Office 365 User

If you would like to give a person permission to access a folder in your Office 365 account it involves giving permission in **two** places. First, you need to give the person permission to access your Office 365 e-mail account Mailbox (e.g., Mailbox - Doe, Jane) then you need to give the person permission to access each Folder/Subfolder you want to share. The process for sharing your Mailbox and your Individual folders is the same.

Sharing your folders using Outlook

1. Right-click on your Mailbox name (e.g., Mailbox-Doe, Jane) and select **Folder Permissions**.
2. Select the **Add** button.
3. Select the person you wish to give permission to from the address list and press the **Add** button.
4. Press the **OK** button.
5. Click on the person's name and select the appropriate permissions from 'Permission Level:' drop down list (e.g., Owner, Contributor...). Reviewer rights are recommended at the Mailbox level. The option "Folder Visible" must be selected.
6. Click the **OK** button.

Now you will need to give permissions to the actual mail folder, subcalendar or contacts.

1. Right click on the folder you wish to share (if wanting to share a subcalendar or contacts, you will need to click the **...** icon and choose **Folders icon** to view all folders)
2. Select **Properties or Sharing Permissions** (depending on your Outlook version) and click **Permissions** tab.
3. Click the **Add** button.
4. Select the person you wish to give permission to from the address list and press the **Add** button.
5. Press the **OK** button.
6. Click on the person's name and select the appropriate permissions from 'Permission Level:' drop down list (e.g., Owner, Contributor...).
7. Click the **OK** button.
8. To share additional folders/subfolders, right-click on the folder or subfolder you wish to share and follow steps 2-7 above.

Accessing another person's folder(s) using Outlook

To open another person's folder(s), you need to make sure that you have been given permission to their Mailbox account and the Folders/Subfolders in that Mailbox account that you wish to access (e.g., See steps 1-7 above). Then proceed with Step 1 below.

1. Choose **File | Account Settings**.
2. Select your **Office 365 account** and click the **Change** button.
3. Click the **More Settings** button.
4. Click the **Advanced** button.
5. Under Mailboxes, 'Open these additional mailboxes:' click on the **Add** button and type the person's name in the window (e.g., Jane Doe), and click the **OK** button.
6. Click the **OK** button.
7. Click the **Next** button.
8. Click the **Finish** button.
9. Restart **Outlook**.

The folder will appear at the bottom of your folder list.

Sharing your folders using OWA

1. Login to [OWA](#)
2. Choose **Mail** to open your Mail folders.
3. Right click on your name in the Mailbox list
4. Select **Permissions**
5. Click the **+** button to add a new person
6. Type the name of the person you are sharing the folder with and click **Add**
7. Select the desired permission level (Reviewer is recommended) - Folder visible must be a selected option.
8. Click **OK**

Now you will need to give permissions to the actual mail folder, subcalendar or contacts.

1. Right click the folder you wish to share and select **Permissions**.
2. Click the **+** icon and type the name of the person you are sharing the folder with and click **Add**
3. Select the desired permission level
4. Click **OK**
5. Repeat steps 2-7 for the folder(s) you wish to share.

Accessing another person's folder(s) using OWA

1. Login to [OWA](#)
2. Click **Mail** to open your mail folders.
3. Right click on your name in the folder list.
4. Choose **Add Shared Folder**
5. Type the name of the person whose folder you wish to open and click **Add**
6. The folder will appear at the bottom of your folder list.