

6. Select the person on **Permissions** tab and change his or her **Permission Level** to **Reviewer**. **Full Details** will be automatically selected in **Read** field to allow the person to read all mail in the folder (picture above).

- **Reviewer** With this permission, the delegate can read items in your folders.
- **Author** With this permission, the delegate can read and create items, and change and delete items that he or she creates. For example, a delegate can create task requests and meeting requests directly in your **Task** or **Calendar** folder and then send the item on your behalf.
- **Editor** With this permission, the delegate can do everything that an Author has permission to do and additionally can change and delete the items that you created.

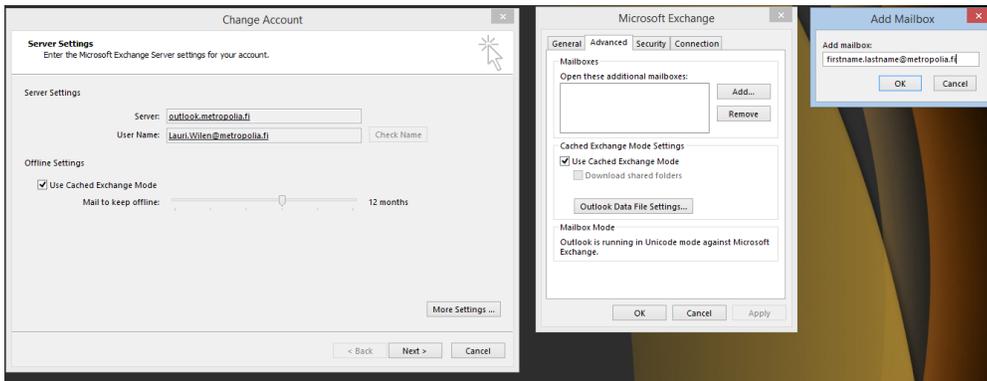
<https://support.office.com/en-us/article/Allow-someone-else-to-manage-your-mail-and-calendar-9684b670-7588-4eea-8717-9e5799047540>

7. Next, you must give the **Folder visible** permission to the person in question in **each top level folder** in the shared folder. Otherwise the person will not see the shared folder. (Picture above).

- Select the person
- In **Other** list, select the option **Folder visible** (Notice: **None** will stay selected in **Permission level** box).
- Important: Do this step for each of the folders above the shared folder as well as to your profile folder above them, i.e. "your.name@metropolia.fi"**

8. Now that permissions have been added to the folder, the recipient of the permission must add the folder to his or her own email account (see item 2, above).

## 2. The recipient does: Add the shared folder to your email account



1. In Outlook, open Add mailbox window: **File > Account Settings > Account Settings > Email tab > Change > More settings > Advanced tab > Add** (picture above)
2. In the **Add** mailbox field, enter the name of the person who has given you access permission to his or her email folder. Click on **OK**.
3. Now you should be able to see in your email the name of the person and underneath it, the shared folder.

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