

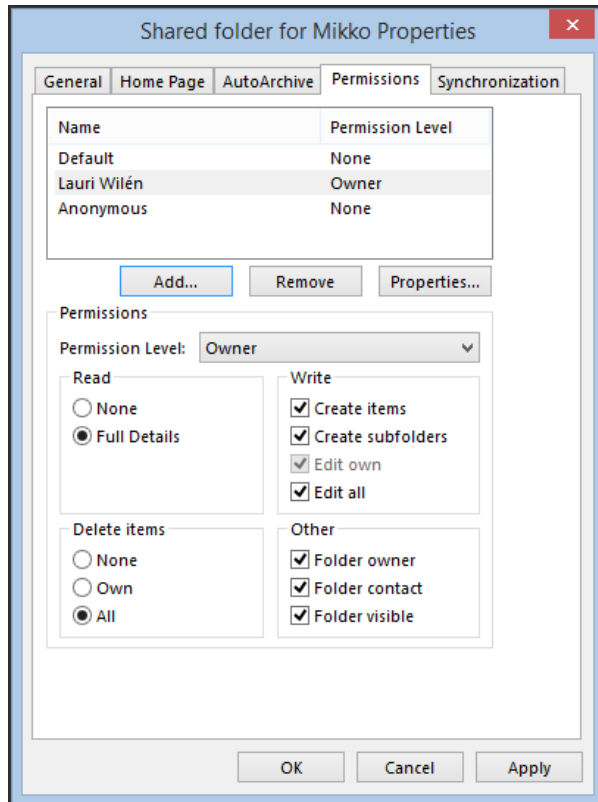
Share a Folder with Another User in Outlook

Sharing a folder requires two steps

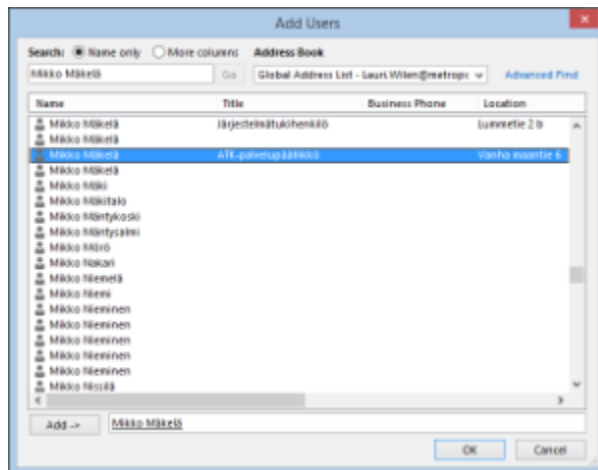
1. The **owner** of the folder gives other people access to the folder
2. The **recipient** of the access permission adds the folder to his or her email account

1. The owner does: Set the access permissions to the folder

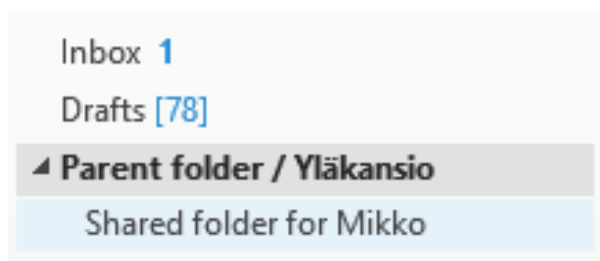
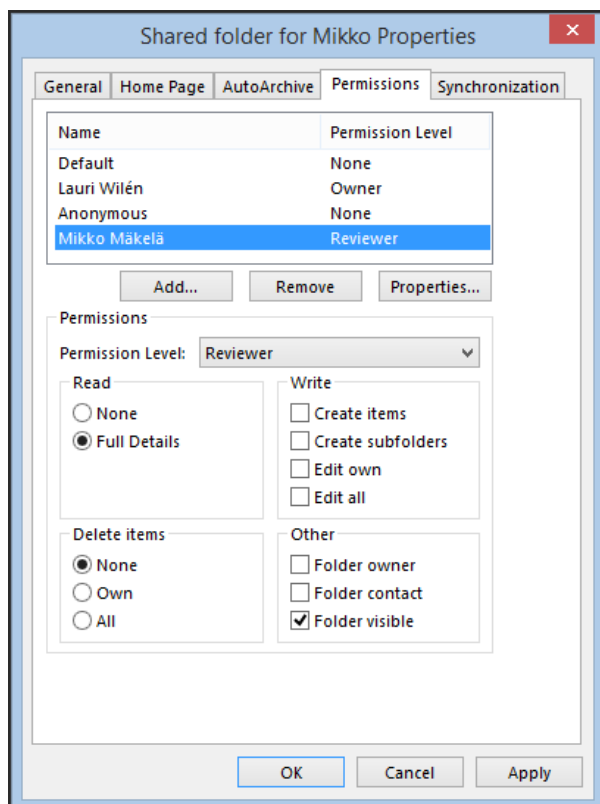
1. In your email, select a folder which you want to share with another user in Metropolia.
2. Right-click on the folder and select **Properties**:



3. In the window that opens, go to **Permissions** tab (picture above)
4. Click on **Add** to select the person to whom you want to give the access permission:



5. In the search field, enter the name of the person and select the name by double-clicking on it in the list. Click on **OK** (picture above).



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.

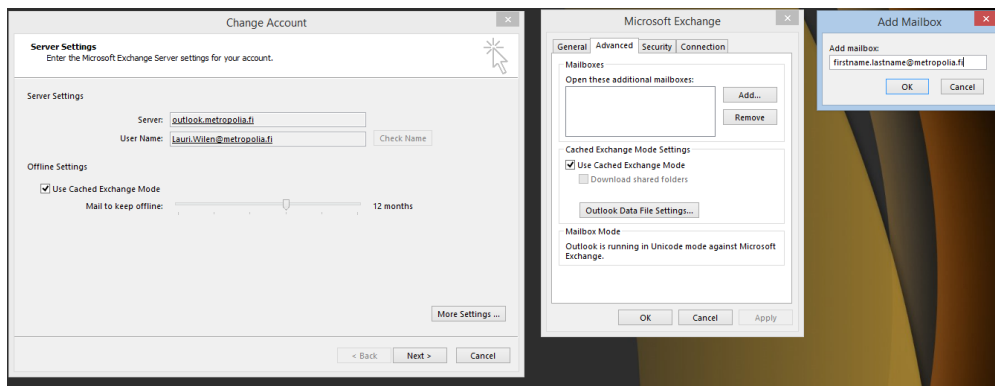
<https://support.office.com/en-us/article/Allow-someone-else-to-manage-your-mail-and-calendar-9684b670-7588-4eea-8717-9e5799047540>

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).

- a. Select the person
- b. In **Other** list, select the option **Folder visible** (Notice: **None** will stay selected in **Permission level** box).
- c. **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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