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:

Shared fo	older for Mikko	o Prope	erties
eneral Home Page	AutoArchive Perm	nissions	Synchronization
Name	Perm	nission Le	evel
Default	Non	e	
Lauri Wilén	Owr	ner	
Anonymous	Non	e	
Add	Remove	Prop	erties
Permissions			
Permission Level: Ow	ner		~
Read	Write		
ONone	Create	items	
Full Details	Create	subfold	ers
	✓ Edit ov	wn	
	✓ Edit al	I	
Delete items	Other		
○ None	✓ Folder	owner	
Own	✓ Folder	contact	
All	✓ Folder	visible	
	ОК	Cance	Apply

- 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:

Mikko Mikelä	Ga	Global Address Li	rt - Lauri Wilen Emetrop	t v Adverced	nind
Name	Title		Business Phone	Location	_
A Mildo Milkela	Järjer	teimätukihenkillö		Lummetie 2 b	,
A Mildo Milkelä					
Mikko Mikkela	ATK-p	ahelupäätiikki		Vanha maantie I	
Mildo Milkelä					
A Mildo Milki					
Mikko Mikitało					
Mikko Mántykoski					
Mikko Mikrtysaimi					
👗 Mácko Műrő					
👗 Mikko Nakari					
A Mikko Niemelä					
A Mádio Niemi					
A Mikko Nieminen					
Mikko Nieminen					
Mikko hileminen					
Mikko Nieminen					
A Mikko Nieminen					
A Mildon Nessila					
E					5
And a Resta Mistals					

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).

Shared fo	Ider for Mikko Properties				
General Home Page A	utoArchive Permissions Synchronization				
Name Permission Level					
Default	None				
Lauri Wilén	Owner				
Anonymous	None				
Mikko Mäkelä	Reviewer				
Add	Remove Properties				
Permissions					
Permission Level: Revi	iewer 🗸				
Read	Write				
ONone	Create items				
Full Details	Create subfolders				
	Edit own				
	Edit all				
Delete items	Other				
None	Folder owner				
Own	Folder contact				
	✓ Folder visible				
	OK Cancel Apply				
Inbox 1 Drafts [78]					
A Parent fold	er / Yläkansio				
Shared fol	der for Mikko				

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

	Change Account	×	Microsoft Exchange	Add Mailbox ×
Server Settings Enter the Microsoft Exchange Ser	ver settings for your account.	×	General Advanced Security Connection	Add mailbox: firstname.lastname@metropolia.fi
Server Settings Server: User Name: Offline Settings I Use Cached Exchange Mode Mail to keep offline:	outiookmetropolia.fi Tauti.Witen@metropolia.fi Check Name	More Settings _	Open there additional mailboxes: Add Remove Add Cached Exchange Mode Bownload shared folders Download shared folders Outlook Data File Settings Mailbox Mode Quitook Its running in Unicode mode against Microsoft Exchange. OK Cancel	OK Canel
	< Back Next >	Cancel		

1. In Outlook, open Add mailbox window: File > Account Settings > Account Settings > Email tab > Change > More settings > Advanced tab > Add (picture above)

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.
 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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