

In Outlook, how do I allow other users to view my Calendar or other folders in my Exchange mailbox?

You can allow others within your Exchange organization to access your mailbox folders. You can use Outlook to share your mailbox folders and to access others' mailbox folders that have been shared with you.

Outlook allows two types of sharing:

- **Folder permissions:** This type of sharing allows selected others to view the contents of a specified folder, but does not allow others to send email on your behalf. When setting up folder permissions, you can determine exactly how much access a given person has to your folder. The following roles are available:
 - **Owner:** Allows full rights to the mailbox, including assigning permissions; you should not assign this role to anyone
 - **Publishing Editor:** Create, read, edit, and delete all items; create subfolders
 - **Editor:** Create, read, edit, and delete all items
 - **Publishing Author:** Create and read items; create subfolders; edit and delete items they've created
 - **Author:** Create and read items; edit and delete items they've created
 - **Nonediting Author:** Create and read items; delete items they've created
 - **Reviewer:** Read items
 - **Contributor:** Create items
 - **None:** Gives no permissions for the selected accounts on the specified folder
- **Delegates:** You can also designate delegates, who can have different permissions but also the additional ability to send email on your behalf. By default, a delegate has Editor permissions on the `Calendar` and `Tasks` folders.

Setting folder permissions in Outlook

First, you need to give the other person access permission to **both the mailbox and the specific folder in the mailbox**. *Assign permissions along the entire path down to the folder you want to share.*

For example, if you want others to have access to a subfolder in your Inbox, you need to assign permissions to the mailbox folder, the Inbox folder, and the subfolder. To set permissions on folders:

1. Open Outlook, and find the Folder List. In Outlook 2010, Folder List is the default view. In earlier versions of Outlook, if you don't see the Folder List, from the **Go** menu, click

Folder List. Then, from the Folder List, right-click the folder you wish to share (this could be your mailbox, Inbox, or calendar, or a subfolder).

2. From the menu that appears, select **Properties**, and then click the **Permissions** tab.

Note: If you do not see the **Permissions** tab, you probably have Personal Folders set as your default delivery location. In order to grant permissions, set the default delivery location to your Microsoft Exchange mailbox.

3. Click **Add . . .**, and then select the people to whom you wish to grant permissions. After each selection, click **Add->**. When you are done, click **OK**.
4. You can now select which permissions to grant. If you wish to grant only the ability to view items in this folder, assign the role of **Reviewer**. For more on permissions, see the list above

To grant permissions, select a name from the box beneath "Name:" and "Permissions:", and then from the drop-down menu beside "Permission Level:" or "Role:", make your selection. You can also create custom permissions by selecting from the options within the "Permissions" area. Once you've finished making your selections, click **Apply**, and then **OK**.

Important: In the list under "Name:", the group called "Default" includes everyone at HMC who has an Exchange account. Under normal circumstances, you should not assign permissions to it; leave it set to **None**. If you grant any permissions or assign a role to it, you are granting those permissions to everyone with an Exchange account.

5. Those to whom you have granted permissions now need to set up Outlook to view your folders:

In Outlook, how do I view other users' calendars, or other folders to which I have access?

If you have permission to access any folders in another user's Exchange mailbox in Outlook, you can open the folders on demand. If you need more frequent access to them, or access to a subfolder, you can add another user's mailbox to your Outlook Folder List.

Opening another user's folder on demand in Outlook 2010

This method will allow you to open one of the primary mailbox folders (Calendar, Contacts, Inbox, Journal, Notes, or Tasks) in a separate window that will not reappear the next time you start Outlook:

1. From the **File** tab, select **Open**, and then **Other User's Folder...**
2. In the **Open Other User's Folder** window, type the other person's username, or click **Name...** to select the person's name from the Address Book.

Note: You can only open the mailbox of another Exchange user.

3. From the drop-down list, select the folder you wish to open. If that folder is not listed, the only way you can access it is to add the other user's mailbox to your Outlook Folder List.
4. Click **OK** or **Open**. The folder should open in a new window. If you receive an error message about permissions, check with the mailbox's owner to ensure that you have permission to access the folder you're trying to open.

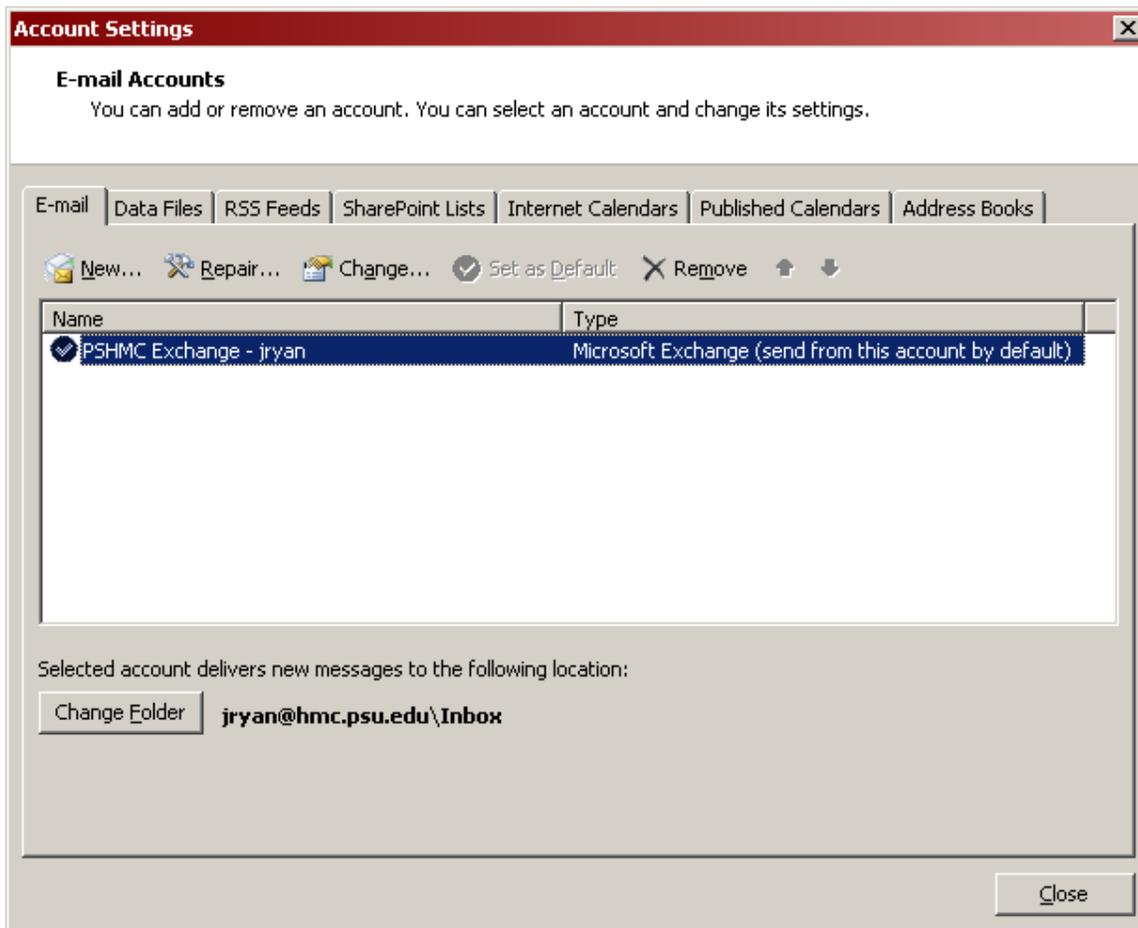
Adding another user's mailbox to your Outlook Folder List in Outlook 2010

Note: Although you can add other users' mailboxes to your Outlook Folder List without having any permission for their mailboxes, you will not be able to view them unless you have at least Reviewer permission.

1. From the **File** tab, select **Account Settings**. From the drop-down list, select **Account Settings...** Highlight **Microsoft Exchange**, and click **Change**. Then, click **More Settings...**
2. Click the **Advanced** tab, and then click **Add...** This allows you to add mailboxes to your Outlook Folder List.
3. In the "Add Mailbox" field, enter the username or name (in `lastname, firstname` format) of the person to whose mailbox you have shared access.
4. You should now see the additional mailbox in the Folder List. (If you can't see the Folder List, select **View**, and then **Folder List**.) Any folders that a user gives you permission to access should be listed under the other person's mailbox. If you cannot expand the Folder List, the other person has not given you permission to access the mailbox.
5. If you like, you can create a shortcut to a folder by dragging it to the Outlook Bar (the leftmost column visible).

Examples:

File > Account Setting > Account Settings



Double Click on the Email Exchange Profile:

Change Account [X]

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

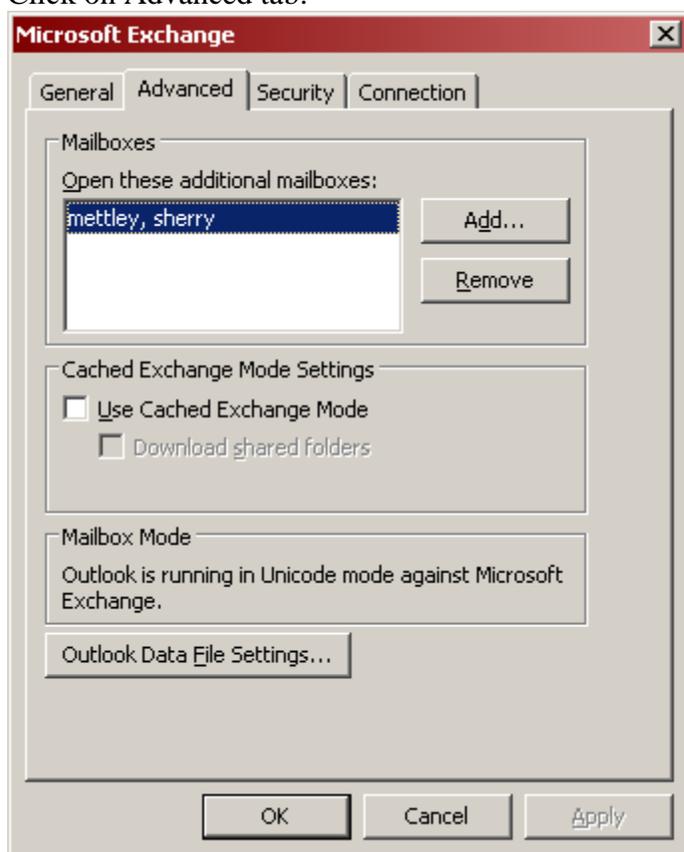
Use Cached Exchange Mode

Type the user name for your account.

User Name:

Click on “More Settings....”

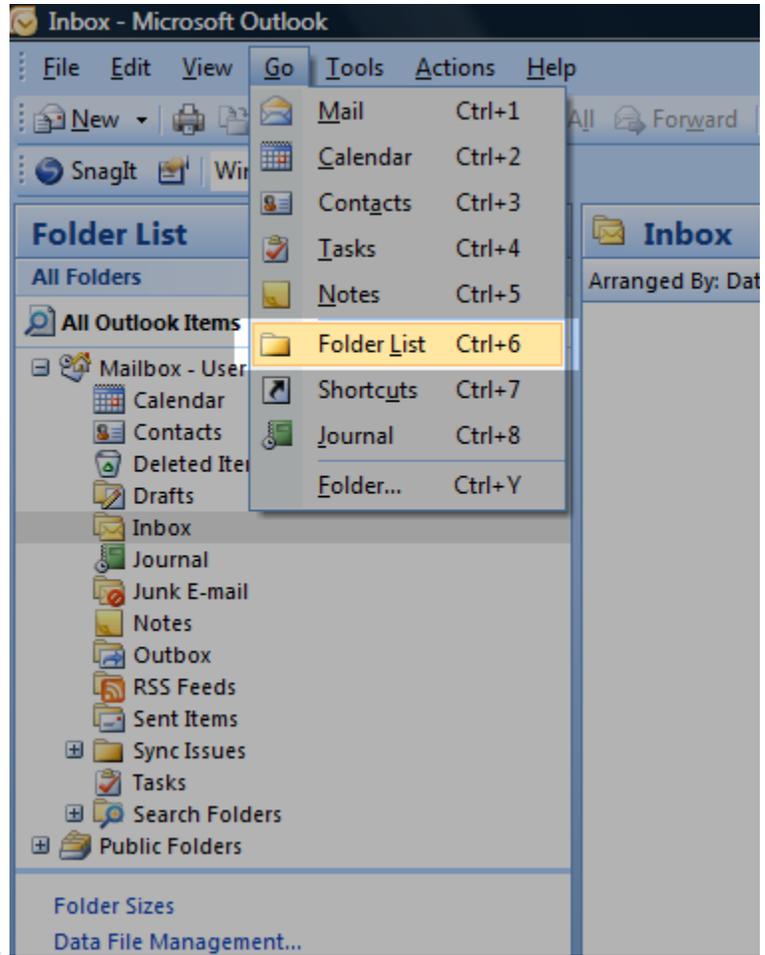
Click on Advanced tab:



Click on “Add...” to add shared mailbox account. Then add those individuals you wish to see.

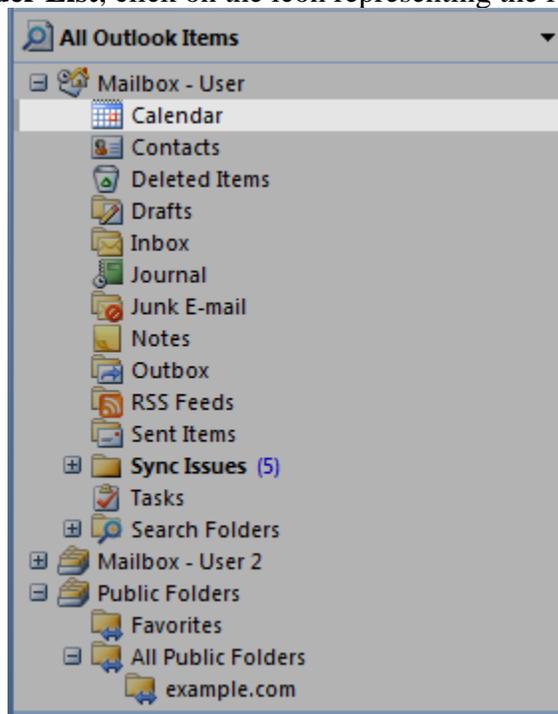
How to share my Outlook folders (Exchange 2010)

1. Open Outlook.



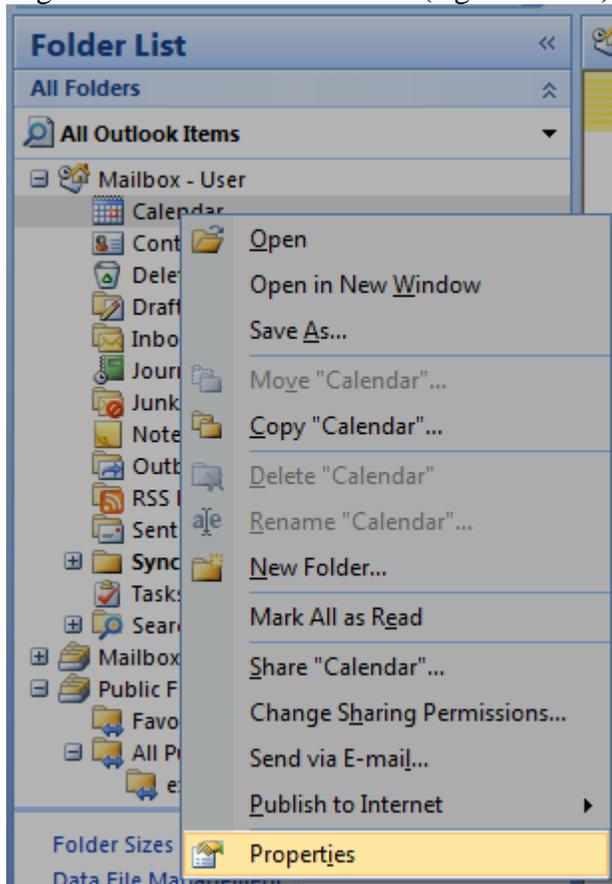
2. Click on **Go - Folder List**.

3. In the **Folder List**, click on the icon representing the folder that you want to share (e.g.

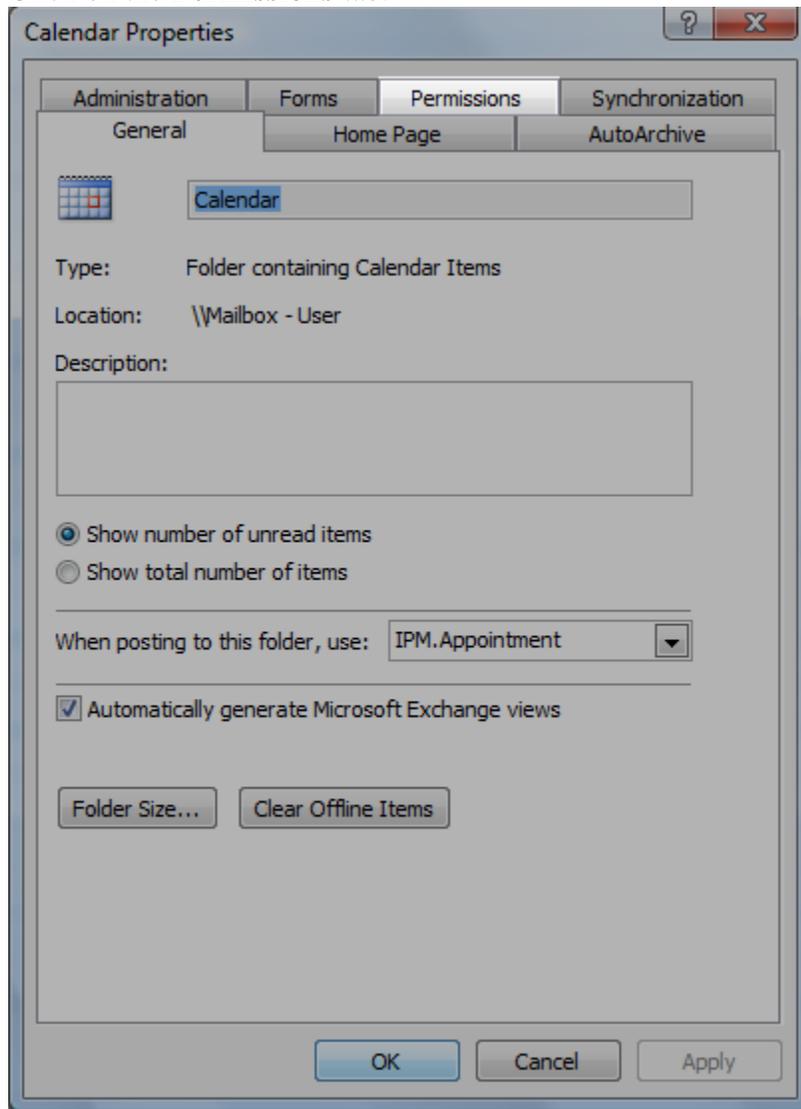


Calendar).

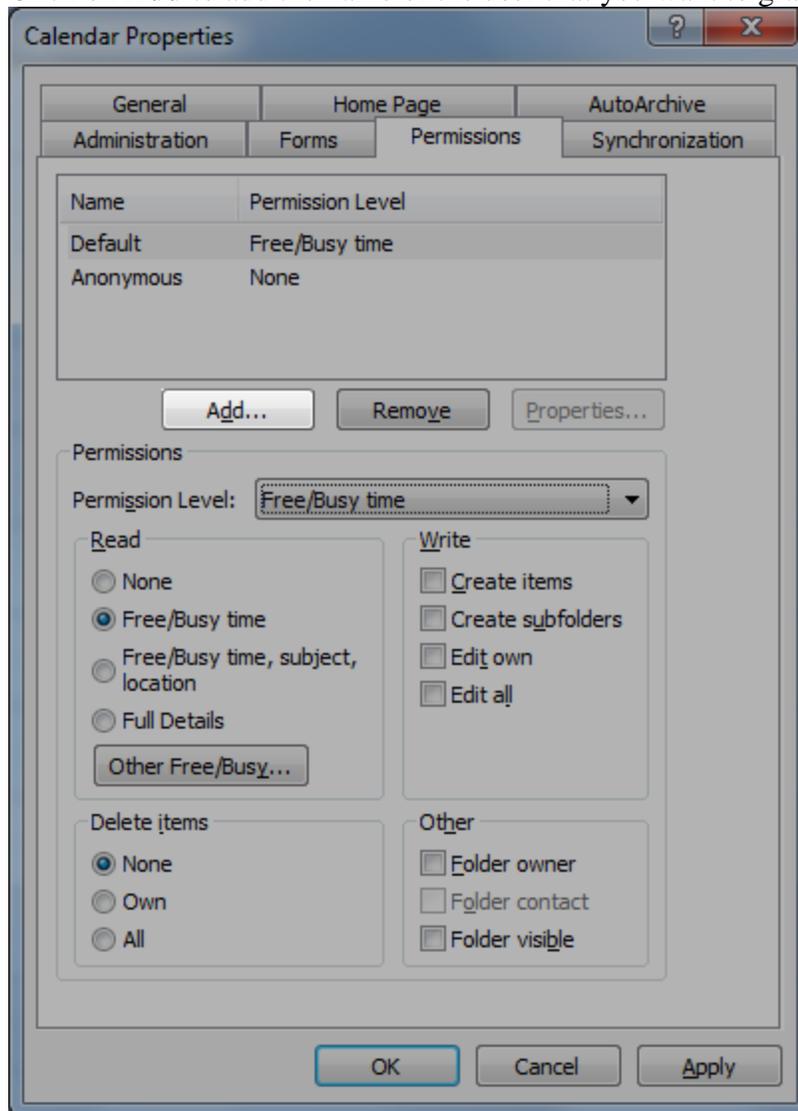
4. Right click on the chosen folder (e.g. Calendar) and then click on **Properties**.



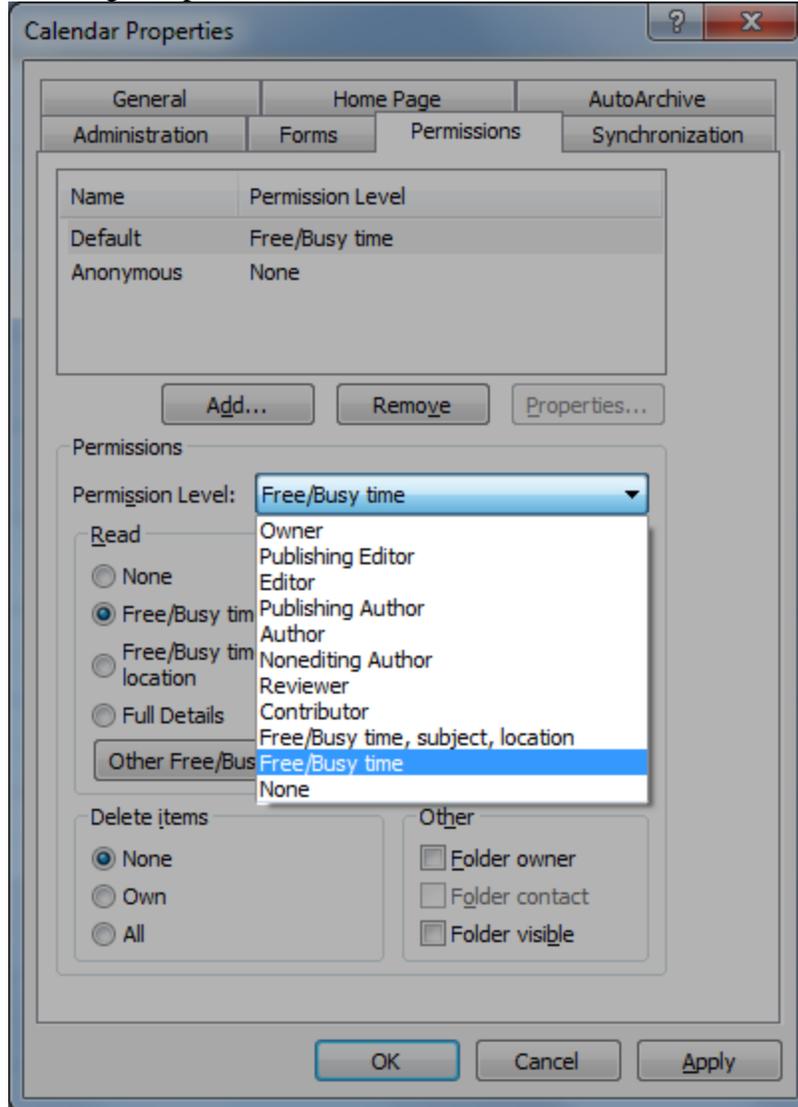
5. Click on the **Permissions** tab.

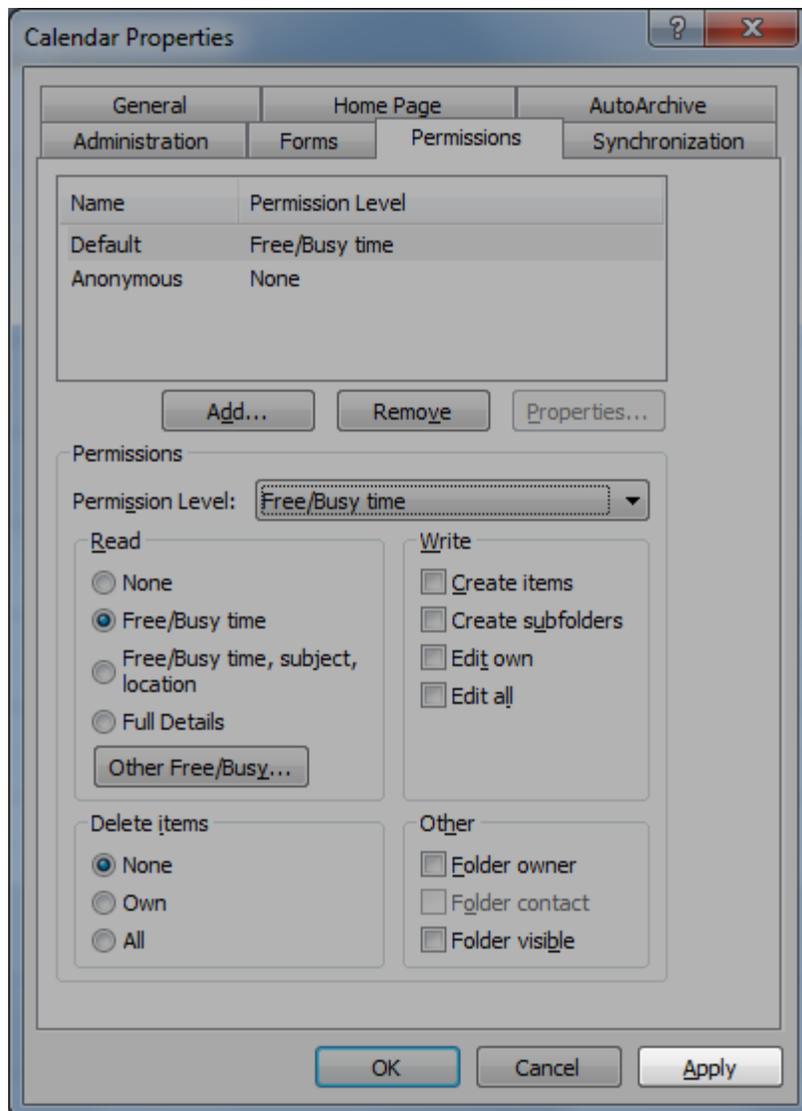


6. Click on **Add** to add the name of the user that you want to grant access to.

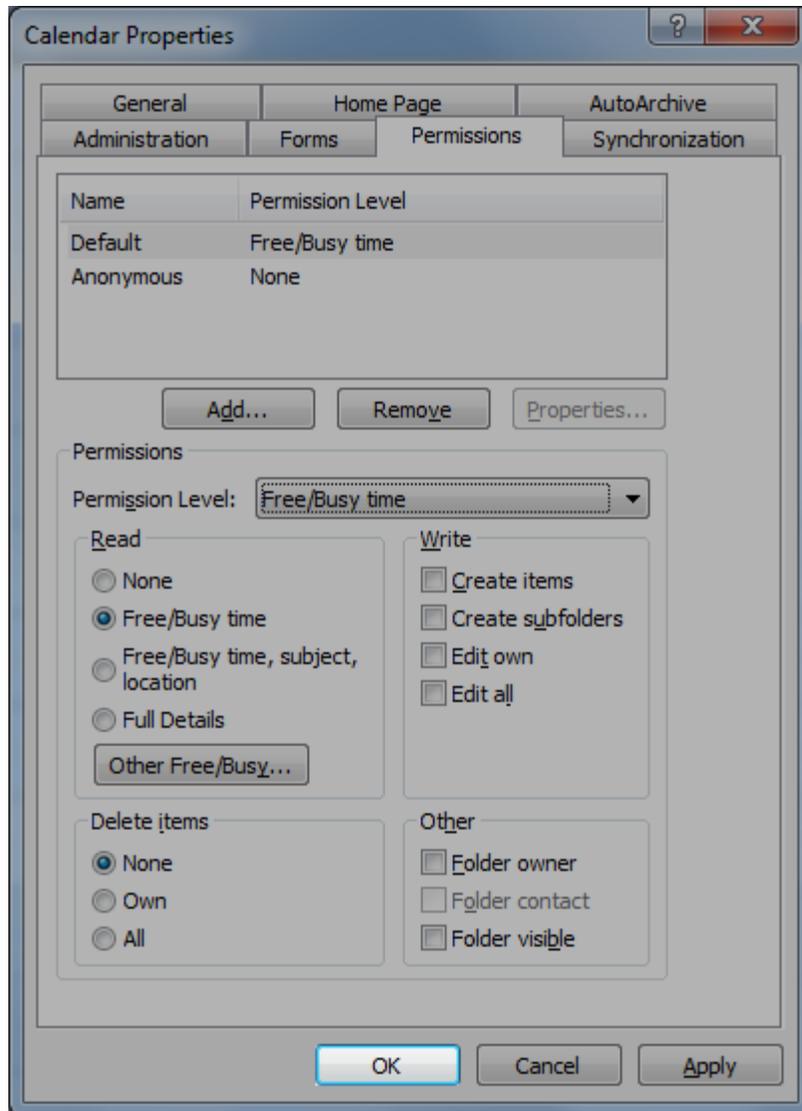


7. Select the kind of permission the person you want to share your files with will have by selecting an option in the **Permission Level** field.





8. Click on **Apply**.



9. Click on **OK**.

Note: Once you granted this access, the other party will need to open your shared resource in their Outlook..