

# Adding and viewing Shared folders in Outlook 2007

Written by:  
Education and Training Team

Customer Services Management  
Division of Information Technology

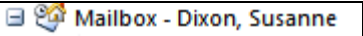
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## Adding and Viewing Shared Folders in Microsoft Outlook 2007

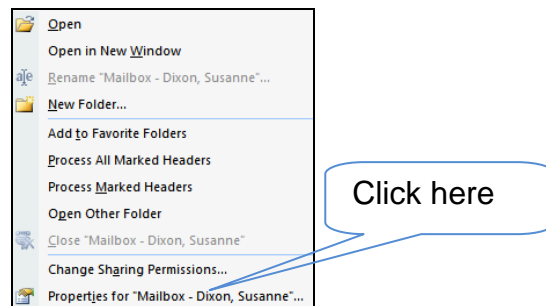
When using Microsoft Outlook you have the ability to share your folders with other users and to view other users' folders within your own folder list.

This is a two part process. The first part of the process consists of you giving permission, via your own outlook program, for another user to view some or all of your folders. The second part of the process involves adding the folders to the list of folders on your email window.

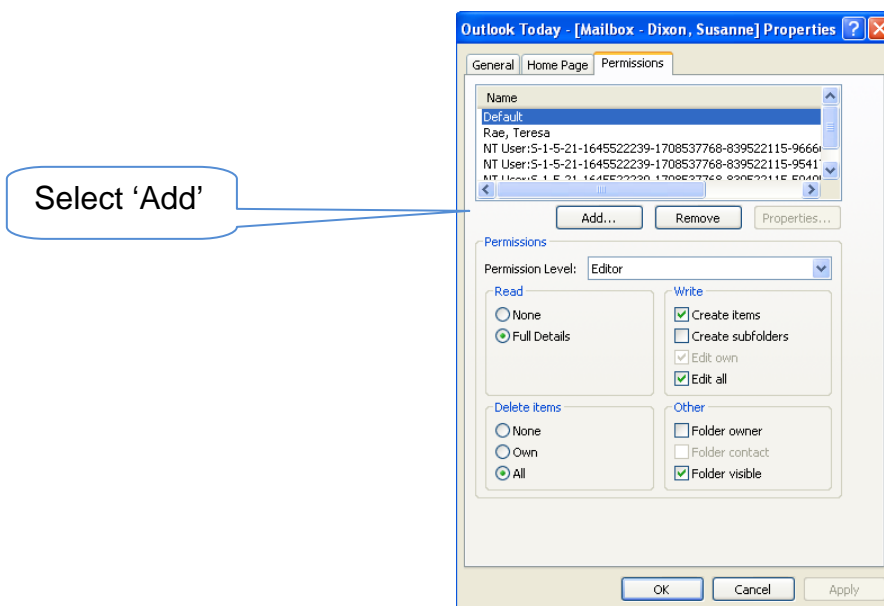
**To give permission to another user to view your folders you need to follow the instructions below.**

Open Microsoft Outlook 2007 and right click (click once with your right mouse button) on your main folder. It will be called 'Mailbox' and will look like this: 

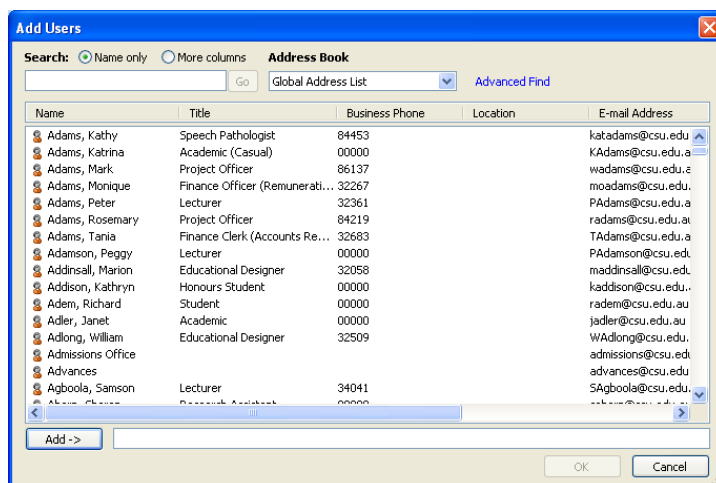
Once you right click on this folder you will see the following menu:



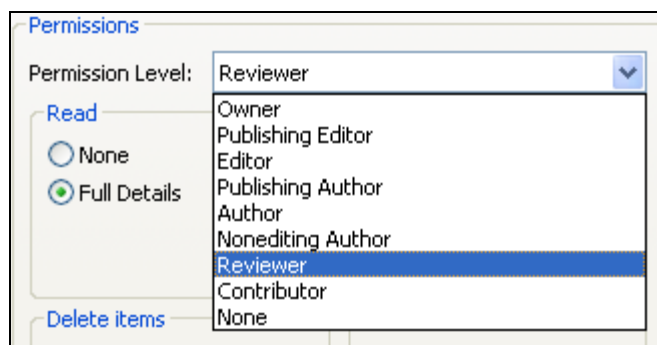
You need to select 'Properties for 'Mailbox – xxxxxxxx'' and you will then see the following. From this window select the 'Permissions' tab and then select 'Add' to add a new user to your email.



Once you click on 'Add' the 'Add Users' dialogue box will be displayed. Select the appropriate user from the list.



You then select the 'Permission Level' which you would like to give to the user from the drop down list. You have the following options to choose from:



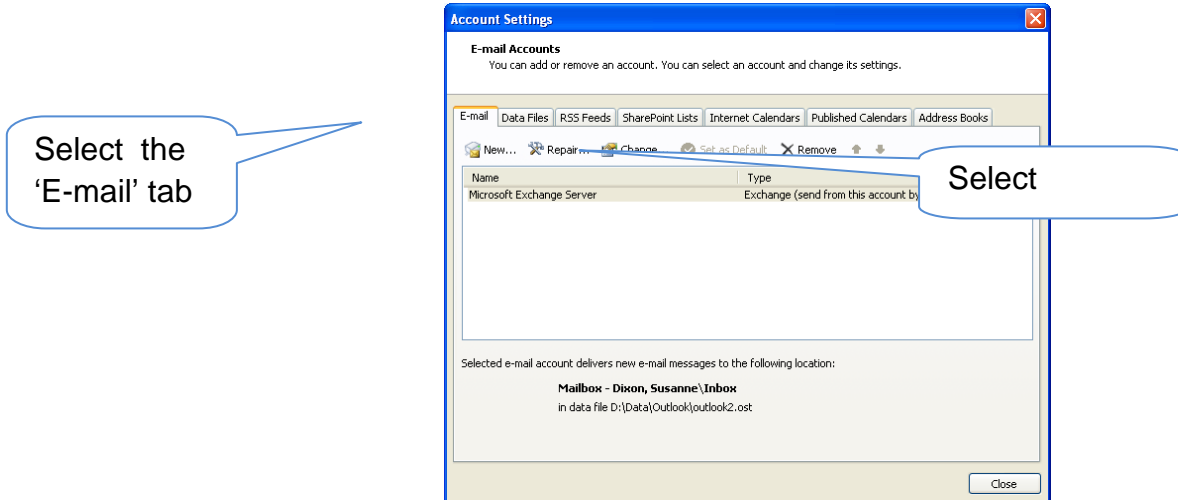
Choose the permission level according to the functions you would like the other user to have.

You then need to right click on each of the folders you wish to share and choose the 'Properties' option from the resulting menu. Then choose the 'Permission' tab, highlight the entry for the user you are adding, choose the 'Permission Level' then choose 'Apply' and 'OK'.

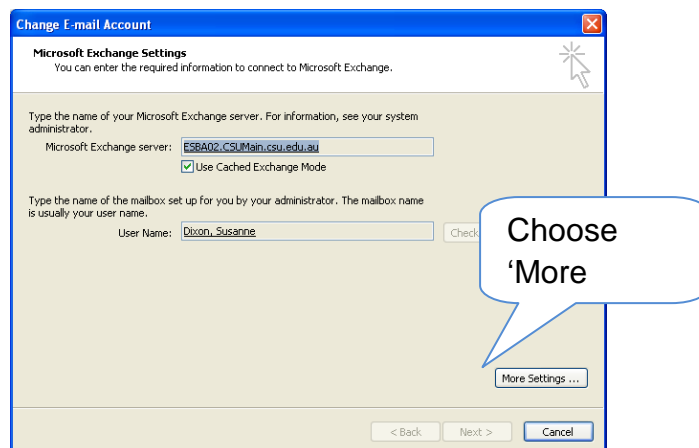
This is all you need to do to add users. You need to run through this process for each folder you wish the other user to view.

To add another user's folders to your email folder list follow the instructions below:

In Microsoft Outlook from the 'Tools' menu, choose the 'Account Settings' option.



Choose the 'E-mail' tab and then choose 'Change'. From the resulting screen choose 'More Settings...'



From the next dialogue box choose the 'Advanced' tab. Then choose 'Add'. You will be prompted to enter the mailbox name and then click on OK. For the mailbox name just enter the username, for instance – 'jbloggs'. Click on 'Apply', then 'OK'. Then 'Next' and 'Finish'.

The user's email folders should then appear underneath yours in your folder list. See below:

