Outlook - sharing folders with other users

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Schlüsselwörter

E-Mail Outlook folder

Lösung (öffentlich)

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Sharing Outlook default folders

Sharing folders, such as: Inbox, Calendar, Contacts, Tasks, Notes, Journal.

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Right-click the folder you want to share, then select "Properties" from the context menu.

 Screenshot of the context menu of the folder to be shared in MS Outlook.

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In the "Permissions" tab please check if the folder is visible and select the "Add" button afterwards. Now find the user in the address book with whom the folder should be shared.

 Screenshot of the inbox properties window in MS Outlook.

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Adjust the permissions and individual rights for the selected user as desired.

 Screenshot of the inbox properties window in MS Outlook.   Sharing of self-created Outlook folders

In order to be able to share a folder from one's own mailbox with another user, it is necessary in the first step to grant the respective user the "Folder visible" right in one's own mailbox:

Right-click on your mailbox and select "Folder permissions".

 Screenshot of the context menu of the personal mailbox in MS Outlook.

In the "Permissions" tab select the "Add" button and find the user in the address book with whom the folder should be shared. In the "Permissions" tab select the "Folder visible" option. Confirm the changes with "OK".

 Screenshot of the properties window in MS Outlook.

Then share the desired folder as described above under "[3]Sharing Outlook default folders" (see the beginning of the FAQ for instructions).

Now the authorized user can make the shared folder visible in his own mailbox. The user right-clicks to select his mailbox and then clicks "Folder Permissions".

 Screenshot of the context menu of the personal mailbox in MS Outlook.

In the "General" tab select the "Advanced" button.

 Screenshot of the properties window in MS Outlook.

You are now in the "Advanced" tab and now select "Add" to add the mailbox from the user.

 Screenshot of the advanced Exchange settings in MS Outlook.

Enter the name of the mailbox to be opened here and confirm the search with "OK". The name of the mailbox with the shared folder now appears in the left window column.

[1] #Sharing Outlook default folders
[2] #Sharing of self-created Outlook folders
[3] #Sharing Outlook default folders