



MCS Exchange

Sharing Folders in Outlook 2003

Document Description: How to share a folder and open a shared folder using Outlook 2003.

For use by: All staff on the Exchange Email Server using Outlook 2003 for Windows.

Quick Start:

Sharing a Folder:

- 1) Click the Inbox
- 2) Right-click Inbox and chose Sharing...
- 3) Click the Add button
- 4) Type the name/account of the person you want to give access to
- 5) Click OK
- 6) From the Permission Level drop down box, select the required predefined level (or customise options as necessary)
- 7) Click OK
- 8) Repeat for any subfolders you also want to share

Opening a Shared Inbox:

- 1) Click File, Open
- 2) Select Other User's Folder...
- 3) Type the Name (or Unikey) of the user folder you want to open
- 4) Select Inbox (this is usually the default option anyway)
- 5) Click OK

Viewing multiple shared folders/attaching another mailbox:

- 1) Right-click on your mailbox
- 2) Select Properties
- 3) Click the Advanced button
- 4) Navigate to the Advanced tab
- 5) Click on the Add... button
- 6) Type in the mailbox/user name
- 7) Click OK (3 times)

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1. Background

These instructions are to illustrate the process of sharing mailbox resources to allow other users access to your mailbox folders. You can allow full access to all resources, or allow limited access to only a single resource such as calendar.

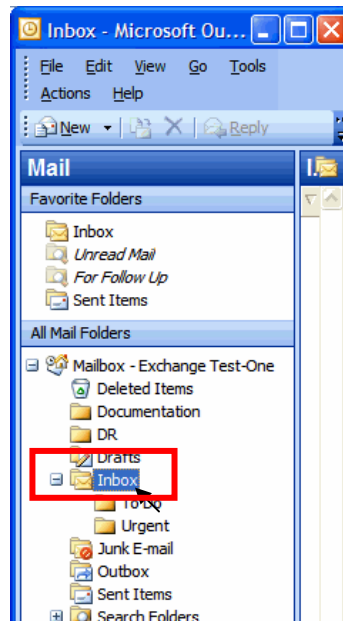
This guide assumes that you have already determined who **should** have **what** access within your Mailbox. For the purposes of this example we will allow another user access to our inbox, and allow them to view the items in the inbox but not modify them.

Please note: These steps are the same for each folder which you choose to share.

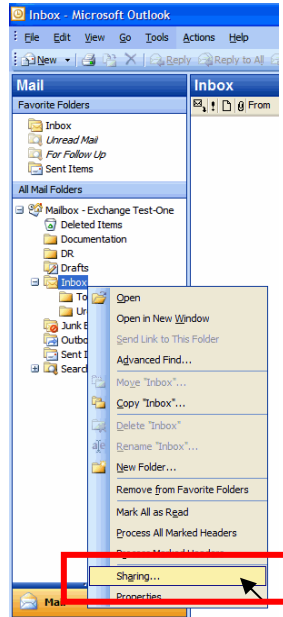
These instructions comprise two sections; the first part grants sharing permissions to an account. The second shows how to open a shared folder. If either account holder is using Entourage on a Macintosh, see the *Sharing Folders in Entourage* document for the appropriate steps.

2. Sharing your Inbox Folder

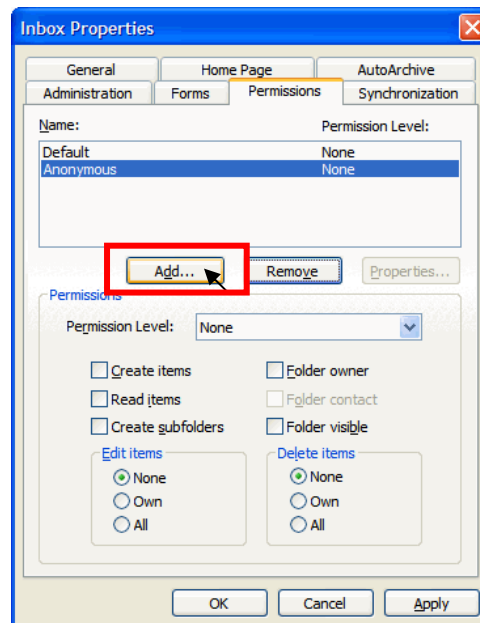
2.1. Start Outlook and click on the **Inbox** folder



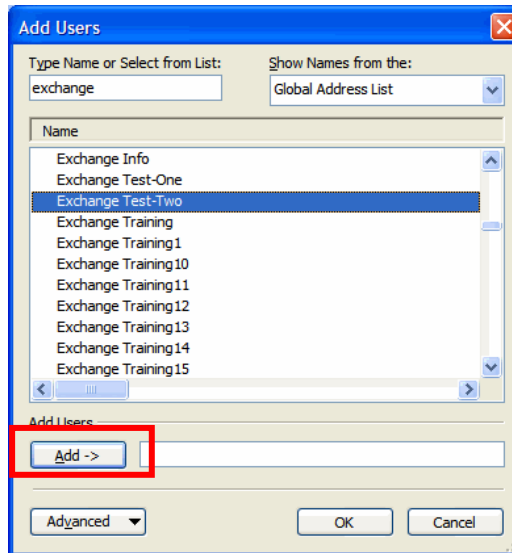
2.2. Right click Inbox and choose “**Sharing...**”



2.3. On the “Permissions” tab, click “Add”

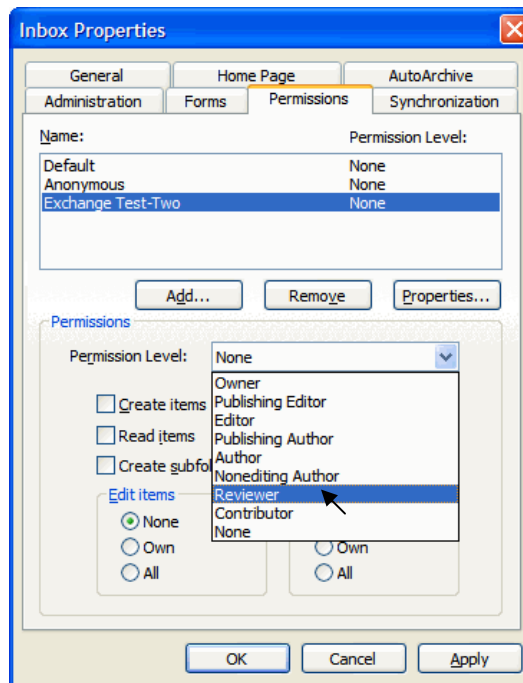


2.4. Find the account of the person with whom you wish to share the folder, and “Add” them.



2.5. Click **OK** to close this window

2.6. Once they are listed in the **Permissions** panel, select them and select a **“Permission Level”** to grant them access.



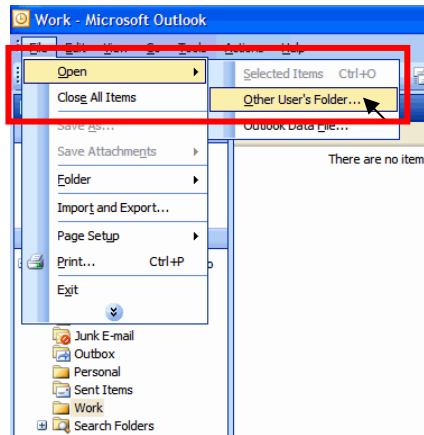
2.7. You can either select a predefined level or specify what allowed activities to grant them.

2.8. Click **OK** to finish this step.

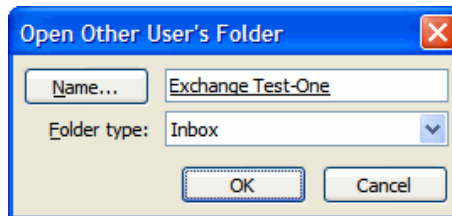


3. Opening a Shared Folder

3.1. Start Outlook and click File, Open, then choose the option **Other User's Folder...**

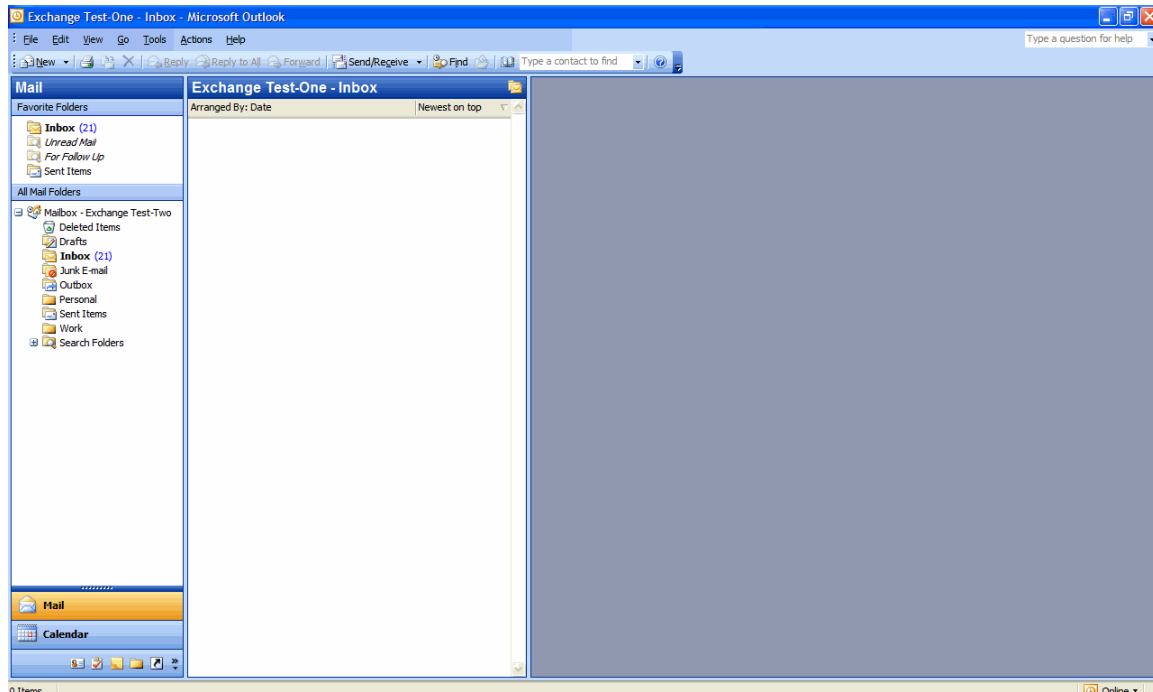


3.2. Enter the *Unikey* or the full name of the calendar owner.



3.3. Click **OK**

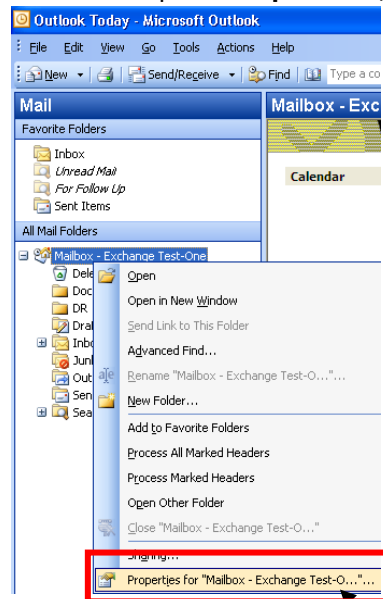
3.4. The shared folder will appear as shown.



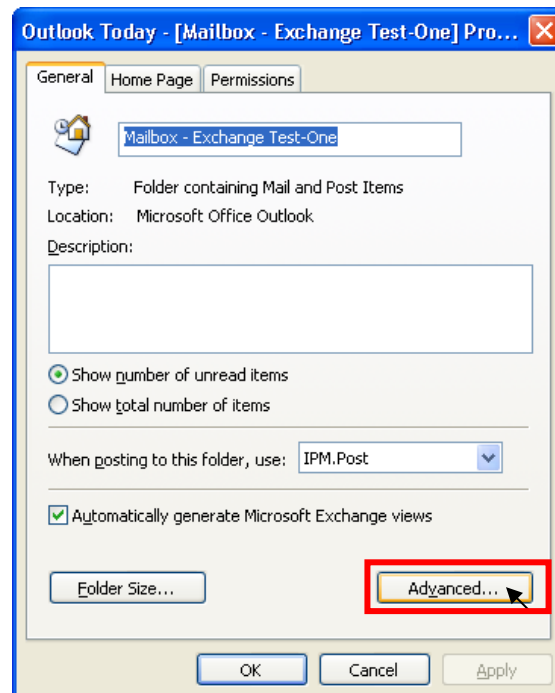


4. Opening a Shared Email Account

- 4.1. You should use this method for viewing another users shared folder if you are granted access to folders and subfolders other than just the Inbox.
- 4.2. Right-click on your mailbox and select the option **Properties** (as shown)

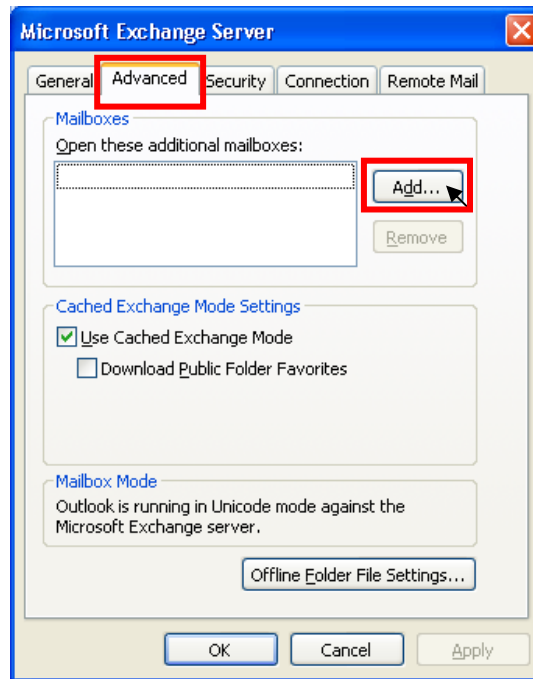


- 4.3. Click on the **Advanced...** button

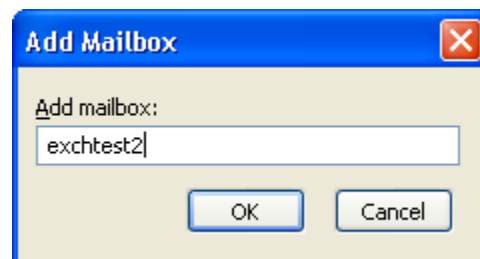




4.4. In the next window, navigate to the **Advanced** tab, and click the **Add...** button

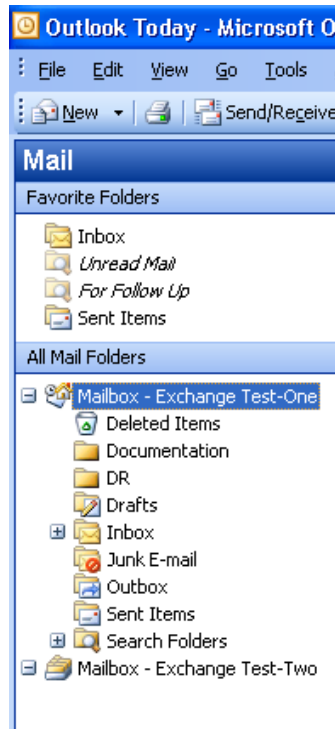


4.5. Type in the **Name** or the Unikey of the user who has granted you access.



4.6. Click **OK** 3 times

4.7. You will then see the shared mailbox and folders of the user (in this case Exchange Test-Two) who has granted you access. These will be listed below your own mailbox.



NOTE: Depending on the permission level they set when granting you access, you may only be able to view messages.