Outlook and Outlook on the Web

Sharing and Accessing Subfolders
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Sharing a Subfolder

To share a subfolder(s), but not your entire mailbox, with another person you will need to grant that person access to the parent folders of the shared subfolder. This includes the top-level folder, where your name or email address appears.

Example
You have the following folder structure:

Mailbox Name (e.g. sebastian@miami.edu)
- Inbox
  - Sub folder

For someone to have Reviewer access to the folder titled “Sub folder”, you must grant “Folder visible” permissions on the Mailbox Name folder and Inbox folder. This allows the other user to navigate to the necessary folder in your mailbox.

*Note:* Granting “Folder visible” access will not allow the other user to see the contents any of the parent folder.

Permissions would look like this:

Mailbox Name (Folder Visible Permission)
- Inbox (Folder Visible Permission)
  - Sub folder (Reviewer Permission)
Outlook for PC

Assign Sharing Permission to The Desired Folder(s)
1. Open your mailbox in Outlook.
2. Right click on the folder you wish to share.
3. Click **Properties** from the menu that appears.
4. In the window that comes up, click the Permissions tab, and then click Add…
5. Select the person who you want to share the folder with, press **Add**, and then click **OK**.
6. Make sure the person’s name is selected in the Permissions list and then assign the desired permission in the **Permission Level** field.

7. Click **OK** when done.

8. Repeat for any other folders you wish to share.
Assign “Folder Visible” Permission to Parent Folders

1. Open your mailbox in Outlook.
2. Right-click on the Mailbox Name (the mailbox’s email address) and click Folder Permissions.
3. The Permissions tab will appear. Click Add.
4. Select the person who you want to share the folder with, press **Add**, and then click **OK**.
5. Make sure the person’s name is selected in the Permissions list.
6. In the Permissions section of the Properties window check the box next to **Folder Visible** in the bottom right corner.
7. Click **OK**.
8. Repeat this process for each parent folder in the hierarchy of folders.
Assign Sharing Permission to The Desired Folder(s)

1. Open your mailbox in Outlook.
2. Right click on the folder you wish to share.
3. Click **Sharing Permissions** from the menu that appears.
4. The Permissions tab should appear. Click **Add User**....
5. Search for the person who you want to share the folder with and then press **Add**.
6. Make sure the person’s name is selected in the Permissions list and then assign the desired permission in the **Permission Level** field.
7. Click **OK** when done.
8. Repeat for any other folders you wish to share.
Assign “Folder Visible” Permission to Parent Folders
1. Open your mailbox in Outlook.
2. Right click on your email address in the folder pane and select *Sharing Permissions* from the menu that appears.
3. The Permissions tab should appear. Click **Add User**...
4. Search for the person who you want to share the folder with and then press **Add**.
5. Make sure the person’s name is selected in the Permissions list.
6. Check the box next to **Folder Visible** in the bottom right corner.
7. Click **OK** when done.
8. Repeat this process for each parent folder in the hierarchy of folders.
Outlook on the Web

Assign Sharing Permission to The Desired Folder(s)
1. In a web browser, go to http://email.miami.edu and sign into your personal email account.
2. Navigate to the folder you wish to share and right click on it.
3. Click Permissions from the menu that appears.
4. In the Permissions window that appears, click the + sign.
5. Search for the person who you want to share the folder with, and press **Add**.
6. Make sure the person’s name is selected in the Permissions list and then assign the desired permission in the **Permission Level** field.
7. Click **OK** when done.
8. Repeat for any other folders you wish to share.
Assign “Folder Visible” Permission to Parent Folders

1. In a web browser, go to http://email.miami.edu and sign into your personal email account.
2. Right-click on the Mailbox Name, typically your name, and click Permissions.
3. In the **Permissions** window that appears, click the **+** sign.
4. Search for the person who you want to share the folder with, and press **Add**.
5. Make sure the person’s name is selected in the Permissions list.
6. In the Permissions section of the Properties window check the box next to **Folder Visible** in the bottom right corner.
7. Click **OK**.
8. Repeat this process for each parent folder in the hierarchy of folders.

![ Permissions for the Test Office 365 Account folder ]

<table>
<thead>
<tr>
<th>Name</th>
<th>Permission level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>None</td>
</tr>
<tr>
<td>Anonymous</td>
<td>None</td>
</tr>
<tr>
<td>Ibis, Sebastian II</td>
<td>None</td>
</tr>
</tbody>
</table>

**Permissions**

- **Read:**
  - None
  - Full details

- **Delete access:**
  - None
  - Own
  - All

- **Write:**
  - Create items
  - Create subfolders
  - Edit own
  - Edit

- **Other:**
  - Folder owner
  - Folder contact
  - Folder visible

[OK] [Cancel]
Accessing Shared Subfolders

Outlook for PC

1. In Outlook, click **File** in the upper left-hand corner.
2. Click **Account Settings**.
3. Click **Account Settings**… from the dropdown list.
4. Click Change....

Account Settings

Email Accounts
You can add or remove an account. You can select an account and change its settings.

<table>
<thead>
<tr>
<th>Email</th>
<th>Data Files</th>
<th>RSS Feeds</th>
<th>SharePoint Lists</th>
<th>Internet Calendars</th>
<th>Published Calendars</th>
<th>Address Books</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New..." /></td>
<td><img src="image" alt="Repair..." /></td>
<td><img src="image" alt="Change..." /></td>
<td><img src="image" alt="Remove" /></td>
<td><img src="image" alt="Up" /></td>
<td><img src="image" alt="Down" /></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:testo365@miami.edu">testo365@miami.edu</a></td>
<td>Microsoft Exchange (send from this account by def...</td>
</tr>
</tbody>
</table>

Selected account delivers new messages to the following location:

testo365@miami.edu\Inbox
in data file C:\Users\...\Outlook\testo365@miami.edu - testo365(2).ost

Close
5. Click **More Settings** in the bottom of the window.
6. Select the **Advanced** tab at the top of the window.
7. Click **Add**….
8. Type the name of the mailbox you wish to add and press OK.

9. The name of the mailbox should resolve. If it does not, select the correct name from the search results or search using different words. Click OK at the bottom of the window.
10. Click **Next** in the Exchange Account Settings window.
11. Click **Done** in the Account Settings window.
12. Click **Close** in the Account Settings window
13. The additional mailbox should appear in the pane on the left side under your personal email account.
14. Click the **arrow** to the left of the additional mailbox’s name to see the shared folders. It may take a few minutes to populate.
Outlook for Mac

1. In Outlook, click **Tools > Accounts**.

2. In the window that appears, select your Exchange account and click **Advanced**...
3. Click the Delegates tab. In the section named People I am a delegate for or Open these additional mailboxes, click the + button.
4. The **Choose User** window will appear. Type in the name of the shared mailbox in the text box and click **Find**.
5. Select the desired user from the search result list that appears and click **Add**.
6. Click **OK** again to close the accounts window.
7. Click the red dot in the top left corner to close the accounts window.
8. After a short period of time that mailbox and the shared folders will appear as a folder in the View list on the left side.
Outlook on the Web

1. To add shared folders to the Mail pane in OWA, sign in to your account at email.miami.edu.
2. Right click on the word *Folders* above the Inbox on the left-hand side of the window.
3. Choose Add shared folder.
4. Type the name or email address of the shared mailbox. If the desired mailbox does not appear in the dropdown list, press Enter to search the entire directory.

5. Select the desired mailbox and click Add.
6. The Shared Mailbox is now listed as a separate mailbox on the left-hand side of the window. You may have to scroll down the folder list to see it.

7. Click the **arrow** to the left of the name of the Shared Mailbox to expand it so you can access the folders that were shared with you.
Removing Shared Subfolders

Outlook for PC

1. In Outlook, click **File** in the upper left-hand corner.
2. Click Account Settings.
3. Click **Account Settings…** from the dropdown list.
4. Click **Change**....

![Account Settings](image)

**Account Settings**

**Email Accounts**

You can add or remove an account. You can select an account and change its settings.

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</table>

Selected account delivers new messages to the following location:

```
testo365@miami.edu\inbox
in data file C:\Users\...\Outlook\testo365@miami.edu - testo365(2).ost
```
5. Click **More Settings**… in the bottom of the window.
6. Select the **Advanced** tab at the top of the window.
7. Click the name of the mailbox you’d like to remove.
8. Click Remove.
9. In the dialogue box that appears, click **Yes**.

10. Click **OK** to close out of the dialogue box.
Outlook for Mac

1. Open Outlook and from the Tools menu, select Accounts.

![Accounts menu in Outlook for Mac]

2. In the window that appears, select your Exchange account and click Advanced....

![Advanced button in Outlook for Mac account settings]

3. Click the Delegates tab. In the section named People I am a delegate for or Open these additional mailboxes, select the shared mailbox in the list and click - (minus).
4. Click OK when done.

5. The shared mailbox will no longer appear as a folder in the View list on the left side.
Outlook on the Web

2. Navigate to the mailbox you wish to remove.
3. Right click on the mailbox’s name and select Remove shared folder.
Removing Access to Subfolders

Outlook for PC

1. Open your mailbox in Outlook.
2. Right click on the folder you shared.
3. Click **Properties** from the menu that appears.
4. In the window that comes up, click the **Permissions** tab.
5. Select the person from whom you'd like to remove permissions.
6. Click **Remove**.
7. Repeat for any additional users.
8. Click **OK** when done.
9. Repeat for any other folders you wish to remove access.
Outlook for Mac

1. Open your mailbox in Outlook.
2. Right click on the folder you shared.
3. Click **Sharing Permissions** from the menu that appears.
4. In the window that comes up, click the **Permissions** tab.
5. Select the person from whom you'd like to remove permissions.
6. Click **Remove**.
7. Repeat for any additional users.
8. Click **OK** when done.
9. Repeat for any other folders you wish to remove access.
Outlook on the Web

1. In a web browser, go to [http://email.miami.edu](http://email.miami.edu) and sign into your University email account.
2. Navigate to the folder you shared and right click on it.
3. Click **Permissions** from the menu that appears.
4. Permissions window that appears, select the person from whom you’d like to remove permissions.
5. Click the trash can icon.
6. Repeat for any additional users.
7. Click OK when done.
8. Repeat for any other folders you wish to share.

Permissions for the Folder 1 folder

<table>
<thead>
<tr>
<th>Name</th>
<th>Permission level</th>
</tr>
</thead>
<tbody>
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<td>Default</td>
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<td>Anonymous</td>
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</tr>
<tr>
<td>Ibis, Sebastian</td>
<td>None</td>
</tr>
</tbody>
</table>

Permissions

Read:
- None
- Full details

Delete access:
- None
- Own
- All

Write:
- Create items
- Create subfolders
- Edit own
- Edit all

Other:
- Folder owner
- Folder contact
- Folder visible

Click OK when done.