Sharing Your Mailbox Folders

You may find it convenient to share out your Mailbox folders with co-workers. You can control which folders are accessible as well as what actions the recipient has such as the ability to read or the ability to read and write to the specific folder. In the following example, the CIS Helpdesk Calendar is shared with the user TC Community, allowing TC Community to Open and Read Calendar items, as well as the ability to create new items and delete old items in the CIS Helpdesk’s Calendar.

1. Right click on the Mailbox folder and select Properties.

2. On the following screen click on the Permissions tab:
3. On the following screen click **Add**
4. On the following screen type locate the name of the user in the global address list and once highlighted click the **Add** button in the middle of the window. The name will be moved to the box on the right side. Click **OK**.
5. On the screen below select the permission level for the highlighted user by clicking the down arrow beside **Permission level** and selecting the level of access you wish the user to have. In this example, TC Community is being given **Editor**'s rights which will allow for reviewing and creating calendar items. Then click **OK**.
1. You then have to give permission on the folder level to each folder you would like the recipient to have access to. In this example we are giving permissions to the Calendar folder only.
2. Right click on the Calendar folder as shown below and select Properties:
3. Click on the **Permission** tab and follow steps 3-5 above which gave permission to the Mailbox itself. The user TC Community will then have access to the CIS Helpdesk Calendar only and not any other folders such as the Inbox. If you wanted to grant permissions to additional folders, follow the same steps for these folders as illustrated here for the Calendar.