Folder Sharing in Outlook 2010

The following permission levels are available:

1. **Owner**: Allows full rights to the mailbox, including assigning permissions; you should not assign this role to anyone

2. **Publishing Editor**: Create, read, edit, and delete all items; create subfolders

3. **Editor**: Create, read, edit, and delete all items

4. **Publishing Author**: Create and read items; create subfolders; edit and delete items they’ve created

5. **Author**: Create and read items; edit and delete items they’ve created

6. **Non-editing Author**: Create and read items; delete items they’ve created

7. **Reviewer**: Read items

8. **Contributor**: Create items

9. **None**: Gives no permissions for the selected accounts on the specified folder
To share a folder:

1. Right-click on any folder in your inbox and select “properties.”
2. Click on the “Permissions” tab, then click “Add.”
3. Type in the name of the user that you wish to assign folder access to, then click “Add,” and then click “OK.”
4. Select a permission level from the drop down (editor is usually sufficient), or create a custom permission level by selecting the check boxes for individual items. Then, click “Apply”, and then click “OK.”
To share your calendar:

1. Click on the small yellow “Folder List” icon at the bottom of the column on the left side of your Outlook window. This will make your calendar appear as a folder item you can then select.
2. Right-click on the calendar menu item above (it is the smaller one above, not the larger one below.) Expand the “share” menu, and select “Calendar Permissions.”
3. In the Calendar Properties window, click “Add.”
4. Type in the name of the user you wish to assign calendar permissions to, then click “Add,” and then click “OK.”
5. Choose a permission level from the dropdown, then click “Apply,” and then click “OK.”
6. To then send out an invitation to the user to open the calendar you just shared, right-click on the calendar folder item, expand the share menu, and select “Share Calendar.”

7. Type in the name of the user you wish to extend the invitation to, and select any preferred options. Then, click “Send.”

Note: The instructions you’ve just learned for sharing your Calendar can also be applied to any other folder in your column on the left side.