

Outlook: Sharing Outlook Information

Contents

This publication contains the following topics:

Topics	
For Sharing Calendar, Contacts, In Box, Journal, Notes, Tasks Folders	Sharing folders
	Accessing someone else's Shared folders
For sharing all other Folders	See your Computer Support person

Applicable usage

- Outlook 2003 Client
-

Work Cited

- Microsoft Office Outlook Help
-

Outlook: Sharing Folders



Sharing my folders

Use sharing when you want to allow someone to read, modify, create or delete information in one or more of your folders. For example, you would use sharing to allow your manager to view your calendar.

There are three parts to sharing Contacts, Calendar, Tasks, Notes and Journal:

1. [Select Sharing](#)
2. [Select User\(s\)](#)
3. [Set Permissions](#)

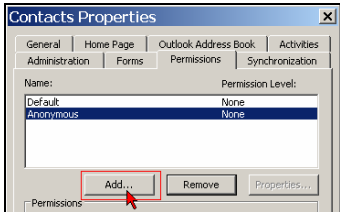
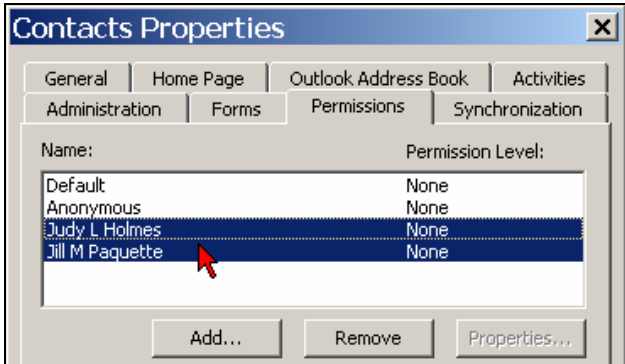
Part 1: Select Folder

Step	Action
1	<p>Click on the Folder List icon as shown below.</p>  <p>—OR—</p> <p>Click on the Folder list button on the Navigation pane.</p>
2	<p>Right click on the folder you want to share and click Sharing...</p> <p><i>Result:</i> The Properties screen will appear for the folder type selected. In the example below, you see the sharing properties for a Calendar folder.</p> 

Continued on next page

Outlook: Sharing Folders, Continued

Part 2: Select Users

Step	Action
2	Click on the Properties Permissions tab.
3	<p>Click the Add... button.</p>  <p><i>Result:</i> The Address Book Add Users screen pops up.</p>
4	<ul style="list-style-type: none">• Choose a name or names from the Address Book.• Click the Add... button to add users.• When done, click the OK button. <p><i>Result:</i> The name(s) will appear in the Properties screen under Permissions.</p>  <p><i>Note:</i> The Permissions Level is NONE until you set the permissions.</p> <p>Important: DO NOT give permissions to Default or Anonymous.</p>

Continued on next page

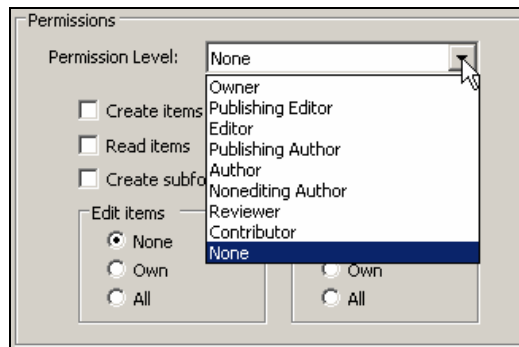
Outlook: Sharing Folders, Continued

Part 3: Set Permissions

- Setting sharing allows the person access to all of your information in the selected folder.
- Use one of the following methods to set the Permissions you want to assign to the person you have added or selected.

Method #1: Permission Levels – Pre-set

Select one of these pre-set levels.



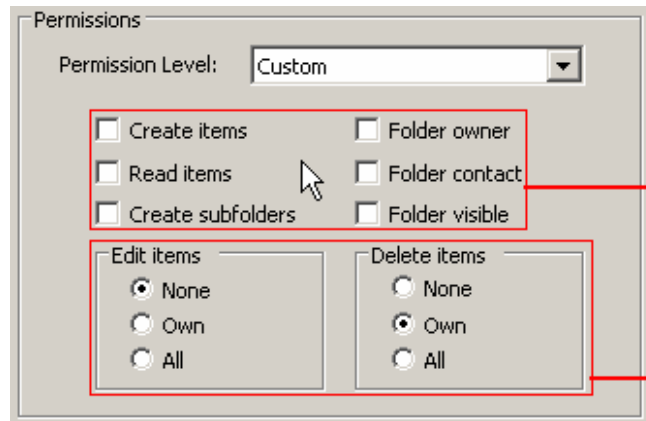
Level	Capabilities
Owner	Create, read, modify, and delete all items and files, and create subfolders.
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders.
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files you create.
Author	Create and read items and files, and modify and delete items and files you create.
Contributor	Create items and files only. The contents of the folder do not appear.
Reviewer	Read items and files only.
None	You have no permission. You can't open the folder.

Outlook: Sharing Folders, Continued

Part 3: Set Permissions (continued)

Method #2: Permission Levels - Custom

You can select the permissions you wish by clicking the boxes shown below:



The screenshot shows the 'Permissions' dialog box in Outlook. At the top, 'Permission Level' is set to 'Custom'. Below this, there are two columns of checkboxes. The first column includes 'Create items', 'Read items', and 'Create subfolders'. The second column includes 'Folder owner', 'Folder contact', and 'Folder visible'. Below these are two sections: 'Edit items' and 'Delete items', each with radio buttons for 'None', 'Own', and 'All'. A mouse cursor is pointing at the 'Read items' checkbox. Red boxes highlight the top two columns of checkboxes and the 'Edit items' and 'Delete items' sections. Red lines with text point to these areas: 'Choose all that apply' points to the top two columns, and 'Choose one selection for Edit items and one selection for Delete items' points to the bottom two sections.

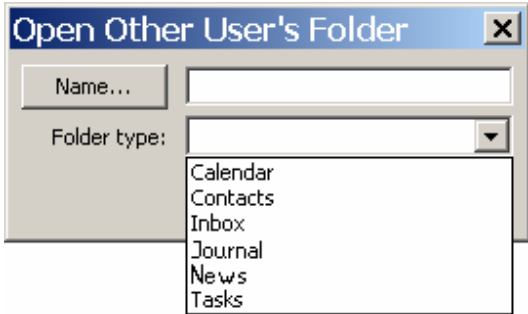
Note: If you choose to set permissions using this method, the Permission Level will automatically change to **Custom**.

Outlook: Accessing Someone Else's Shared Folders

Summary

In order to access someone else's information, you must be set up by that person with proper rights.

Procedure for Accessing Shared Folders

Step	Action	
1	<p>On the mail toolbar, click File >> Open >> Other User's Folders</p> <p><i>Result:</i> The Open Other User's Folder screen will pop up.</p>	
2	<ul style="list-style-type: none"> Click on the Name button, and find and select the name of the person whose information is shared with you. Or enter the person's NetID directly into the name field. Choose the Folder type: you wish to access. Click the OK button. 	
3	If...	Then...
	Information is shared	<ul style="list-style-type: none"> The shared folder will appear on your screen in the navigation pane. You now have designated rights to the shared folder.
	Information is not shared	<ul style="list-style-type: none"> The following error message will appear. Contact the person who agreed to share their folder with you to ensure they have given you permission. If you still get this message, contact to Computer Support person. 