Outlook and Outlook Web App

Sharing and Accessing Subfolders
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## Removing Access to 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
  - Inbox
    • Sub folder

For someone to have Reviewer access to the folder titled “Sub folder”, you must grant “Folder visible” permissions on the Inbox folder and the Mailbox Name 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 2013/2016

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, above the Inbox, 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.
Outlook 2016 for Mac

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

Open your mailbox in Outlook. Make sure you see your Mailbox name at the top of the Mail Pane. It is typically a folder titled “Miami.” If you do not, continue to step 3. If you do, skip to step 5.

If the first folder you see is Inbox, click Outlook in the top left of the screen and then select Preferences. In the Preferences window click General.
Uncheck the box next to “Hide On My Computer Folders in the window that appears. Click the red dot in the top left corner to close the window.

Right click on the Mailbox name and select **Sharing Permissions** from the menu that appears.
The Permissions tab should appear. Click Add User....
Search for the person who you want to share the folder with and then press **Add**.
Make sure the person’s name is selected in the Permissions list. Check the box next to **Folder Visible** in the bottom right corner. Click **OK** when done. Repeat this process for each parent folder in the hierarchy of folders.
Outlook Web App

Assign Sharing Permission to The Desired Folder(s)
In a web browser, go to http://email.miami.edu and sign into your personal email account. Navigate to the folder you wish to share and right click on it. Click Permissions from the menu that appears.
In the Permissions window that appears, click the + sign.
Search for the person who you want to share the folder with and press **Add**.
Make sure the person’s name is selected in the Permissions list and then assign the desired permission in the Permission Level field. Click OK when done. Repeat for any other folders you wish to share.
Assign “Folder Visible” Permission to Parent Folders
In a web browser, go to http://email.miami.edu and sign into your personal email account. Right-click on the Mailbox Name, typically your name, and click Permissions.
In the **Permissions** window that appears, click the + sign.
Search for the person who you want to share the folder with and press **Add**.
Make sure the person’s name is selected in the Permissions list. In the Permissions section of the Properties window check the box next to **Folder Visible** in the bottom right corner. Click **OK**. Repeat this process for each parent folder in the hierarchy of folders.
Accessing Shared Subfolders

**Outlook 2013/2016**

In Outlook, click **File** in the upper left-hand corner. Click Account Settings.

Click Account Settings....

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- **Account Settings**
  - Change settings for this account or set up more connections.
  - Access this account on the web.
    - [https://outlook.office365.com/owa/miami.edu/](https://outlook.office365.com/owa/miami.edu/)

- **Delegate Access**
  - Give others permission to receive items and respond on your behalf.

- **Download Address Book**
  - Download a copy of the Global Address Book.

- **Manage Mobile Notifications**
  - Set up SMS and Mobile Notifications.
Click **Change**….

Click **More Settings**… in the bottom right corner of the window.
Select the **Advanced** tab at the top of the window.

Click **Add**…. 
Type the name of the mailbox you wish to add and press OK.

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.
The additional mailbox should appear in the pane on the left side under your personal email account. It may take a few minutes to populate.
Outlook 2016 for Mac

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

In the window that appears, select your Exchange account and click **Advanced...**.
Click the **Delegates** tab. In the section named **People I am a delegate for**, click the + button.

The **Choose User** window will appear. Type in the name of the shared mailbox in the text box and click **Find**. Select the desired user from the search result list that appears and click **Add**.
Click **OK** again to close the accounts window.

Click the red dot in the top left corner to close the accounts window.
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 Web App

To add shared folders to the Mail pane in OWA, sign in at email.miami.edu. Click More underneath Folders.

Right click your name directly above the Inbox on the left-hand side of the window. Choose Add shared folder.
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.

Select the desired mailbox and click **Add**.
The Shared Mailbox is now listed as a separate mailbox on the left-hand side of the window. Click the black 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 2013/2016**

In Outlook, click **File** in the upper left hand corner. Click **Account Settings**.

![Account Settings](https://outlook.office365.com/owa/miami.edu/)

Click **Account Settings**…

- **Account Settings**
  - Change settings for this account or set up more connections.
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- **Delegate Access**
  - Give others permission to receive items and respond on your behalf.

- **Download Address Book**
  - Download a copy of the Global Address Book.

- **Manage Mobile Notifications**
  - Set up SMS and Mobile Notifications.
Click **Change**…

Click **More Settings**… in the bottom right corner of the window.
Select the **Advanced** tab at the top of the window.

Click the name of the mailbox you’d like to remove. Click **Remove**.
In the dialogue box that appears, click **Yes**.

![Dialogue box with options to click Yes or No]

Click **OK** to close out of the dialogue box.

![Exchange dialogue box with options to click OK, Cancel, or Apply]
Outlook 2016 for Mac

Open Outlook and from the Tools menu, select Accounts.

In the window that appears, select your Exchange account and click Advanced....
Click the **Delegates** tab. In the section named **People I am a delegate for**, select the shared mailbox in the list and click - (minus).

Click **OK** when done.

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

Sign in to your University mailbox at http://email.miami.edu.  
Navigate to the mailbox you wish to remove.  
Right click on the mailbox’s name and select Remove shared folder.
Removing Access to Subfolders

**Outlook 2013/2016**

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 2016 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 Web App

1. In a web browser, go to 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.