

# Sharing Mail folders in Outlook 2003

## Introduction

It is possible to share Mail folders with and grant designate rights to other Durham Exchange Service users.

## Sharing Outlook Mail folders

In order for a user to access your Outlook Mail folders, you must grant them access on a per folder basis.

- 1 Right-click the top Mail level folder which is entitle Mailbox – *Surname Initials* and choose **Sharing** from the options available
- 2 Click the **Add** button and select the person(s) you wish to share your folders with from the Global Address List – double-click their name followed by the **OK** button
- 3 Using the drop-down menu to set the appropriate permissions level
- 4 Click the **OK** button
- 5 Right-click the folder you wish to grant access to and choose **Sharing** from the options available.

## Adding a secondary exchange account

Once you have been granted permission to access another users Outlook folders, you can add their account to you list of folders.

- 1 From the Menu toolbar select **Tools | email Accounts**
- 2 Ensure the option to View or change existing e-mail accounts is selected and click **Next**
- 3 Ensure the default Exchange account is selected and click **Change**
- 4 Click **More Settings...**
- 5 Click the **Advanced** tab
- 6 Click the **Add** button
- 7 Enter the username of the account you wish to add and click **OK**

- 8 Click **OK**
- 9 Click **Next** then **Finish**.

The account containing the folders you have permission to view will appear below your own account in Outlook.

## Giving designate rights to other users

You may wish to grant delegate rights to one or more of your mail folders.

- 1 Log in to Outlook with the account you wish to give delegate access to
- 2 From the Menu toolbar select **Tools | Options** then click the **Delegates** tab
- 3 Click the **Add** button and select the person you wish to grant access to your folders – double-click their name followed by the **OK** button
- 4 Using the drop-down menus for each folder, choose the type of access you wish to grant e.g. you may wish to grant editor access to your Calendar and Reviewer access to your Inbox and Tasks
- 5 Click the option to automatically send a message to summarize the access permissions you have granted

Click the **OK** button twice to apply the new access permissions.