# Outlook 2016 - Sharing Guide

This guide was created by IMS Training to assist Unitec Staff in assigning and using sharing in Outlook 2016.

These are the options:

Action	Option	Useful for
I want to let someone use my Inbox.	**Delegate Permissions**	When staff go on extended leave or Managers with PA's managing their emails/appointments.
I want to share a folder with someone in Outlook.	**Shared Folder**	When you need to share one *or* a small number of folders with someone for a limited period*.
I want to share my Calendar with someone in my team.	**Shared Calendar**	When you want to keep emails private, but want others to see your appointments.
A group in my department wants to share a Inbox/calendar.	**Shared Mailbox** (set up by IMS**) requires one initial owner.	A shared mailbox can be a practical solution for any business with groups of people working from different locations. With the right permissions, any person in a group can access a shared mailbox that appears in their address book.

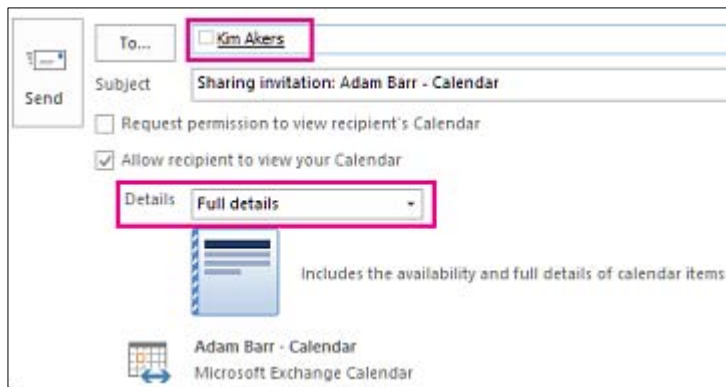## SHARE YOUR CALENDAR WITH PEOPLE INSIDE YOUR ORGANIZATION
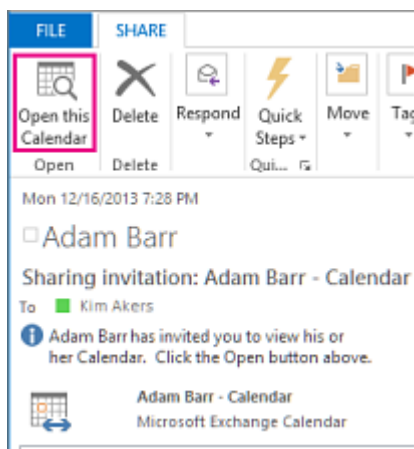
1. Click **Calendar**.
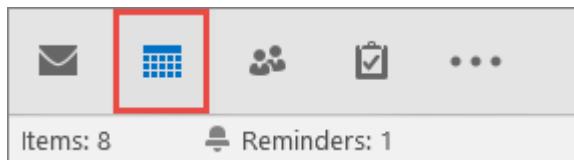
2. Click **Home** > **Share Calendar**.
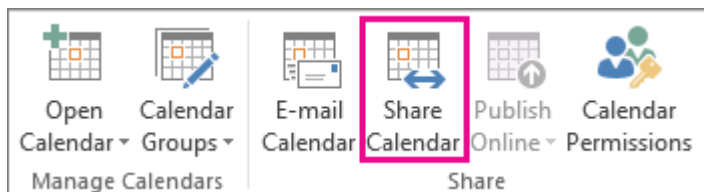
3. In the email that opens, type the name of the person in your organization that you want to share your calendar with in the **To** box.
4. In **Details**, specify the level of details that you want to share with the person in your organization, and then click **Send**.
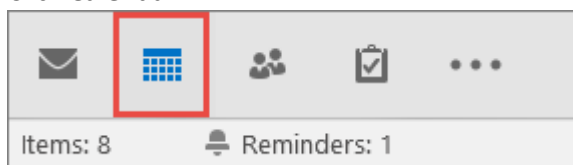
The person in your organization receives the sharing invitation in email, and then clicks **Open this calendar**.
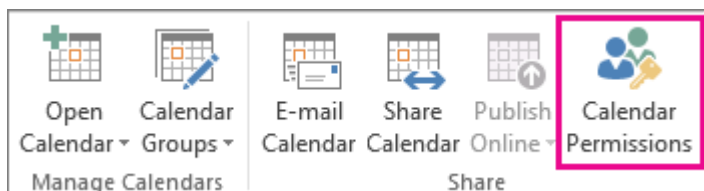

The shared calendar then displays in the person's Calendar list.
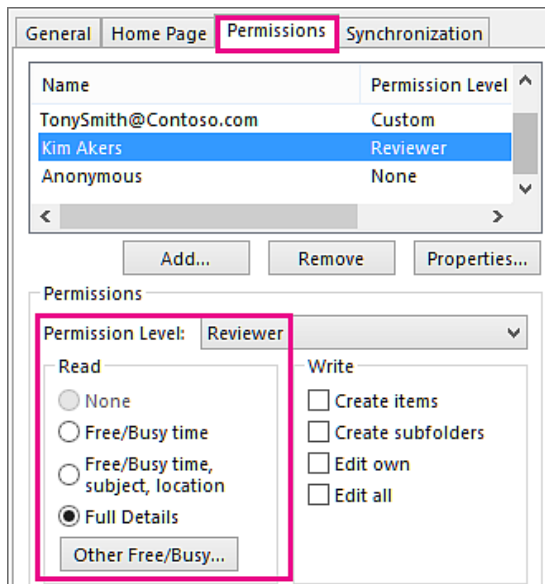
You can change calendar sharing permissions.

1. Click **Calendar**.

2. Click **Home** > **Calendar Permissions**.

3. On the **Permissions** tab, make any changes to the calendar sharing permissions.

4. Click **OK**.

SHARE A MAIL FOLDER

1. At the bottom of the navigation pane, click **Mail**

2. In Mail or People, click **Folder tab**

3. **Click Folder Permissions**.

4. In the Permissions Tab, within **Properties** box, click **Add**.

5. In the **Search** box, type the name of the person. When it appears in the list, click it, and then click **Add**.

Tip: Their name will show up in the **Permissions** box.

6. Click the user's name, and then in the **Permission Level** list, choose the access level that you want. Individual permission levels are automatically filled in below based on your selection in the list.

7. To customize the user's permission levels, select or clear the check boxes under **Write**

Notes:

o *When you share a folder, users who share those folders could view your private contacts, events, or email messages by using other software applications. To help protect your privacy, put private items in a separate, non-shared folder.*

o *Sharing a folder does not automatically share any subfolders. To share a subfolder, the primary folder must be shared first, and then you can set sharing permissions for a subfolder.*

MAKE SOMEONE MY DELEGATE

A delegate automatically receives Send on Behalf permissions. By default, the delegate can read only your meeting requests and responses. The delegate isn't granted permission to read other messages in your **Inbox**.

1. Click the **File** tab.
2. Click **Account Settings**, and then click **Delegate Access**.
3. Click **Add**.

If **Add** doesn't appear, an active connection might not exist between Outlook and Exchange. The Outlook status bar displays the connection status.

4. Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search results list.

   Note: The delegate must be a person in your organization's Exchange Global Address List (GAL).

5. Click **Add**, and then click **OK**.
6. In the **Delegate Permissions** dialog box, accept the default permission settings or select custom access levels for Exchange folders.

If a delegate needs permission to work only with meeting requests and responses, the default permission settings, such as **Delegate receives copies of meeting-related messages sent to me**, are sufficient. You can leave the **Inbox** permission setting at **None**. Meeting requests and responses will go directly to the delegate's **Inbox**.

   Note: By default, the delegate is granted Editor (can read, create, and modify items) permission to your Calendar folder. When the delegate responds to a meeting on your behalf, it is automatically added to your Calendar folder.

7. To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.
8. If you want, select the **Delegate can see my private items** check box.

   Important: This setting affects all Exchange folders. This includes all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. There is no way to grant access to private items in only specified folders.

9. Click **OK**.

   Notes:
   - *Messages sent with Send on Behalf permissions include both the delegate's and your names next to From. When a message is sent with Send As permissions, only the your name appears.*
   - *Once you add someone as a delegate, they can add your Exchange mailbox to their Outlook profile. For instructions, see Manage another person's mail and calendar items.*

SEE ALSO:

Allow someone else to manage your mail and calendar:

https://support.office.com/en-us/article/Allow-someone-else-to-manage-your-mail-and-calendar-9684b670-7588-4eea-8717-9e5799047540

Options for sharing and delegating folders in Outlook 2016:

https://support.office.com/en-US/article/Options-for-sharing-and-delegating-folders-in-Outlook-2016-for-Mac-480D8054-68CE-4150-BA1E-B9B7F2FC4CE5

Manage another person's mail and calendar items:

https://support.office.com/en-US/article/Manage-another-person-s-mail-and-calendar-items-AFB79D6B-2967-43B9-A944-A6B953190AF5

MAC USERS:

Share an Exchange folder in Outlook 2016 for Mac
Open a shared Exchange calendar in Outlook 2016 for Mac
Share your calendar in Outlook 2016 for Mac