This tutorial teaches you how to share a folder (such as your inbox) with your colleagues and how to view a folder (such as an inbox) when you have been given permission. In this tutorial we will be using the inbox as an example.

How To Share Your Mailbox

In order to share your inbox, you must grant the person you wish to share it with permission to your mailbox.

1. Right click your mailbox ("Mailbox - ") and go to “Change Sharing Permissions…”
2. In the “Permissions” tab, click “Add…” to pull up the Add Users window. Enter the names of the people you want to share your mailbox with into the search box. Select the name in the window and click “Add->” in the lower left hand corner. Once you are finished adding the names, click OK.
3. In the Permissions section of the Permissions tab, change each of their Permission Levels to at least a Reviewer level and click OK when you’re done. The people you just added need at least “Reviewer” permission to view the items in your mailbox and at least “Editor” or “Author” to use the delegate feature.

Now these people have access to your mailbox, but to get access to your inbox or any of its subfolders, you must grant them access.

1. Right click your inbox and click “Change Sharing Permissions…”
2. Just like when you gave permission to your mailbox, click “Add…” to pull up the Add Users window. Enter a name into the search box. Select the name in the window and click “Add->” in the lower left hand corner. Once you are finished adding the names you would like to share your mailbox with, click OK.
3. Just like step 3 dealing with your mailbox, you have to select each person you added and
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Thursday, 08 July 2010 10:42 - Last Updated Wednesday, 25 January 2012 13:41

change their permissions in the Permissions section of the Permissions tab. You get to decide what level of access each person has to your inbox. There are pre-made levels for you to choose or you can create your own custom permission level.

How to View a Colleague’s Inbox  Once someone has given you permission to view their inbox, you need to add it to your folders list.

1.  Go to Tools->Account Settings
2.  Select the “Change” button.

3.  In the new “Change Email Account” window, click on the “More Settings…” button in the bottom right hand corner.
4.  In the “Advanced” tab click “Add” and type in the first and last name of the person whose mailbox you have permission to view. Click OK in the “Add Mailbox” window and OK in the “Microsoft Exchange” window.

5.  Return to your mailbox and look in your Navigation Pane. You should see the person’s mailbox you added at the bottom of your folders list. If their mailbox hasn't appeared yet, restart Outlook.
6.  Click on their mailbox to test if everything is set up correctly. You may get an error saying “Cannot display the folder. Microsoft Office Outlook cannot access the specified folder location. The operation failed. An object cannot be found.” If this is the case, the person whose mailbox you’re trying to view didn’t give you permission to their mailbox. REMEMBER: YOU MUST SHARE YOUR MAILBOX IN ORDER TO SHARE A SUBFOLDER SUCH AS YOUR INBOX. Contact the person and ask that they go through the correct steps of giving you permission to their folder.

Removing An Inbox
To remove a mailbox, right click it and select “Close ‘Mailbox – <Name of Colleague>’”