

Fayetteville State University

Microsoft Outlook Advanced

Sharing Folders, Merging Distributions List & Sharing and Un-sharing Calendars

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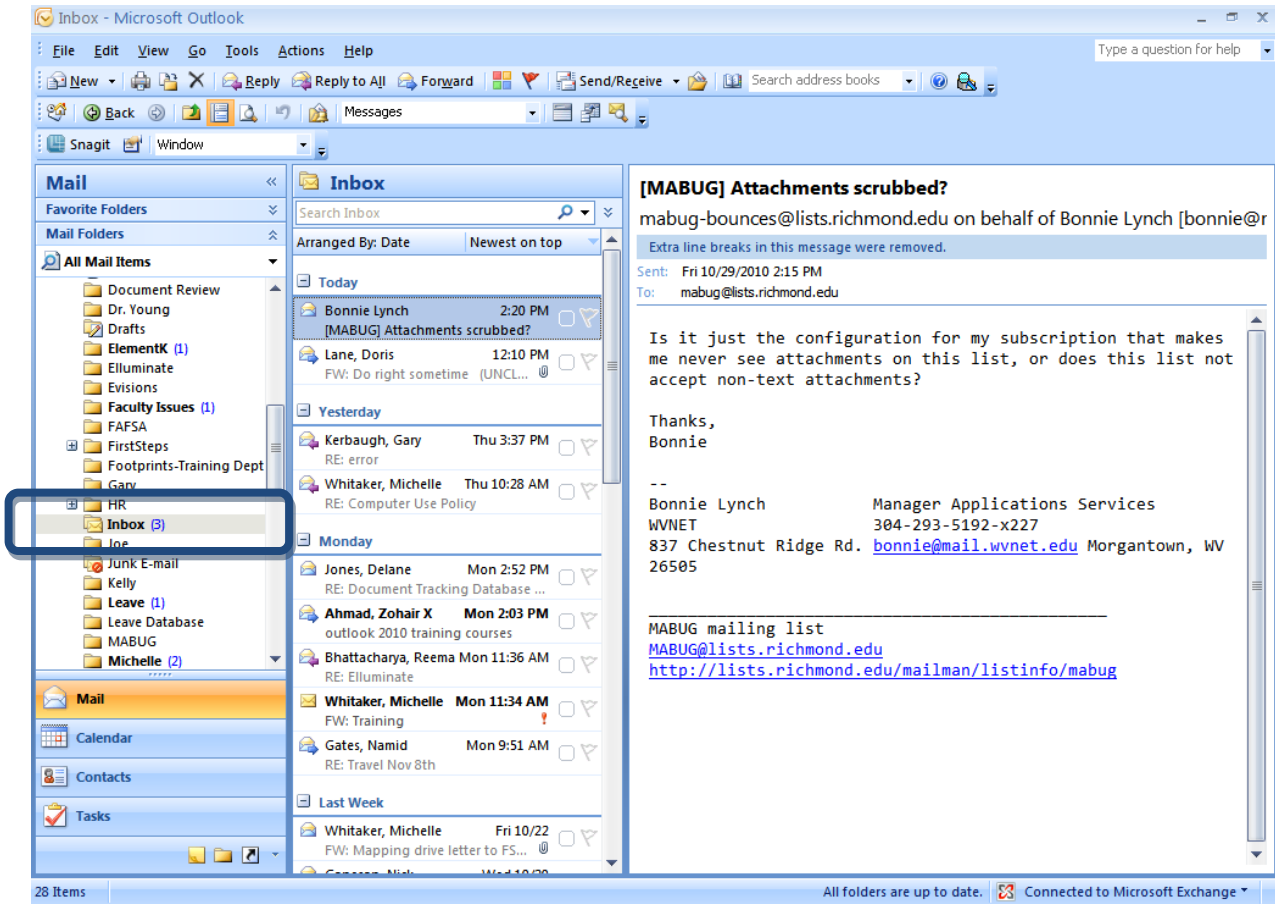
Sharing Folders in MS Outlook

How to share MS Outlook Folders

Users are allowed to share folders within Microsoft Outlook.

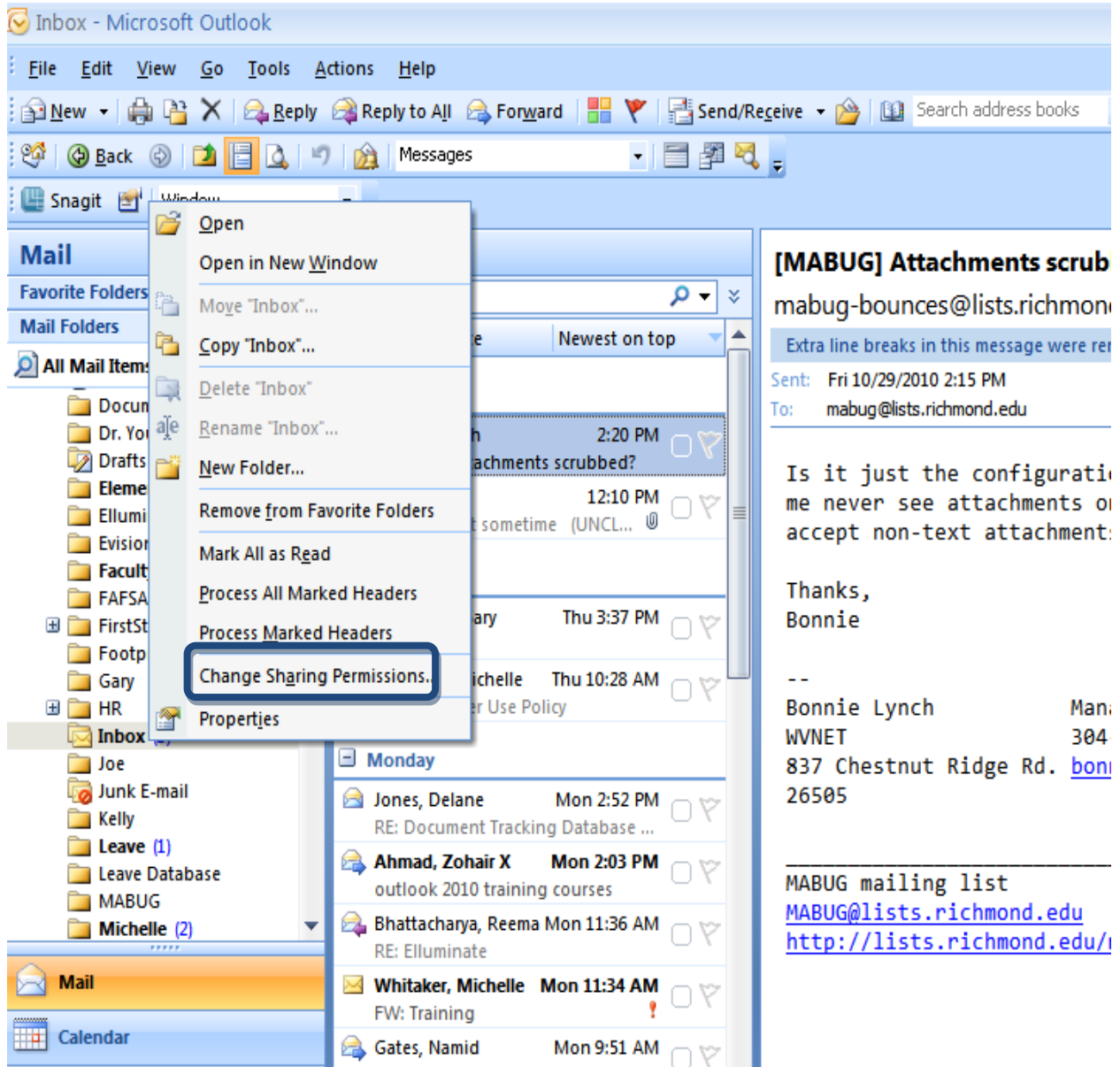
1. To share a folder in Microsoft Outlook **right-click** on the *Inbox folder* or whichever folder you wish to share located on the **Navigation Pane** on the left side of the screen. (Figure 1)

Figure 1



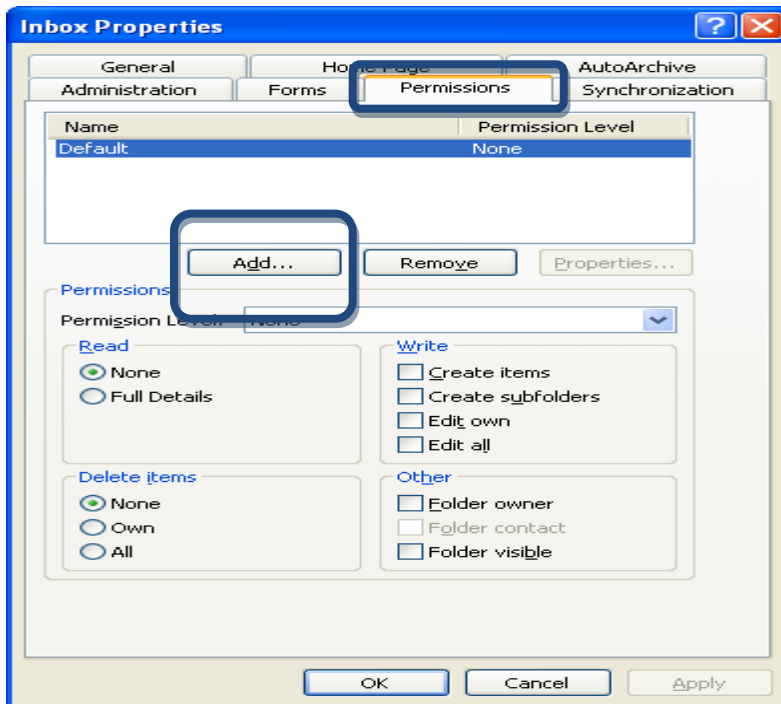
2. A pop-up menu will appear; **select** *Sharing Permissions or Change Sharing Permissions...* whichever appears on the menu. (Figure 2)

Figure 2



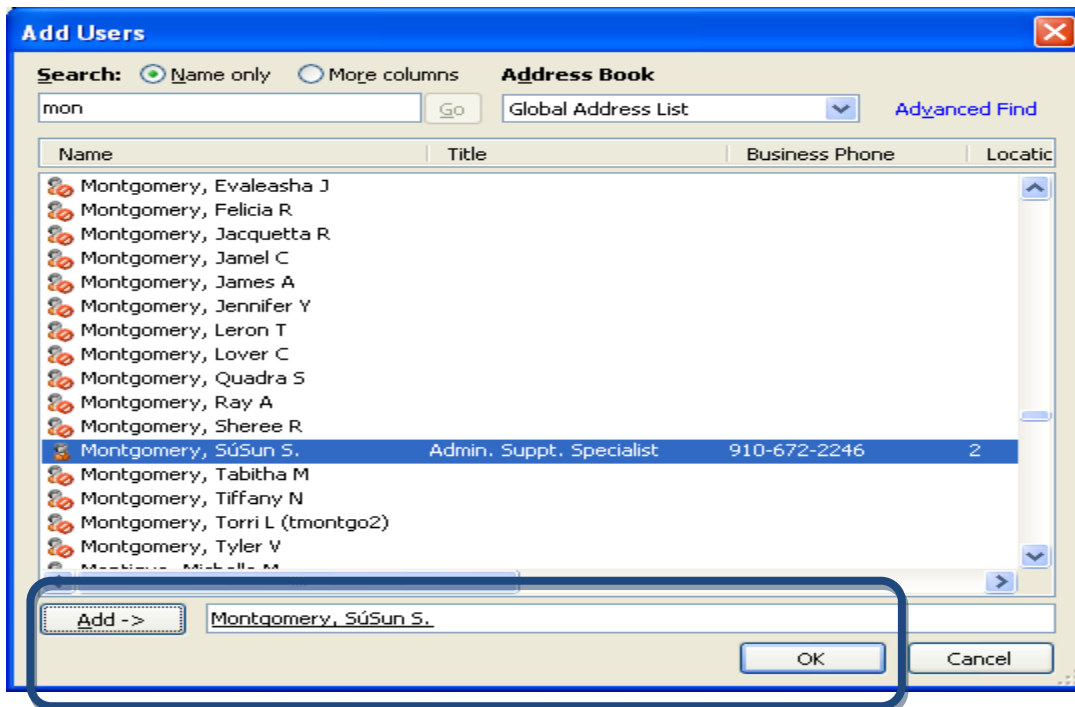
3. The **Inbox Properties** window appears; ensure that it is on the **Permission tab**. To share the folder **click Add...** (Figure 3)

Figure 3



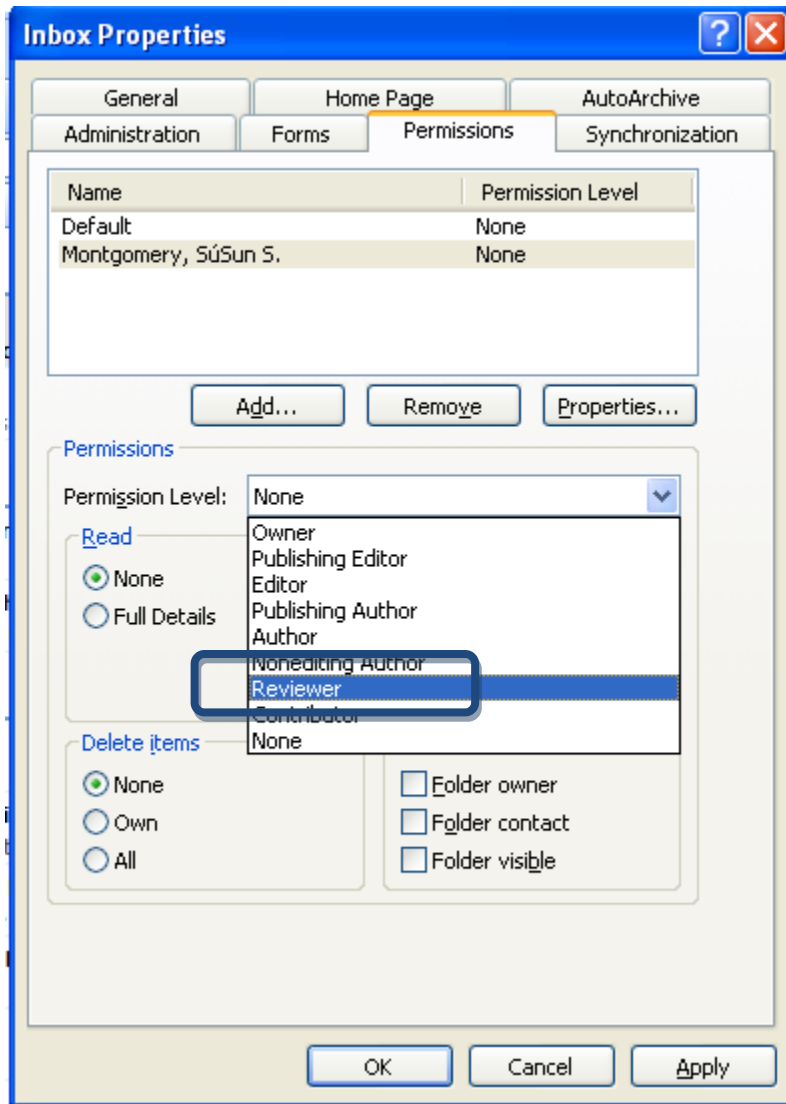
4. **Select the name/names** to share the folder from the list of delegates and **click Add**, once complete **click OK**. (Figure 4)

Figure 4



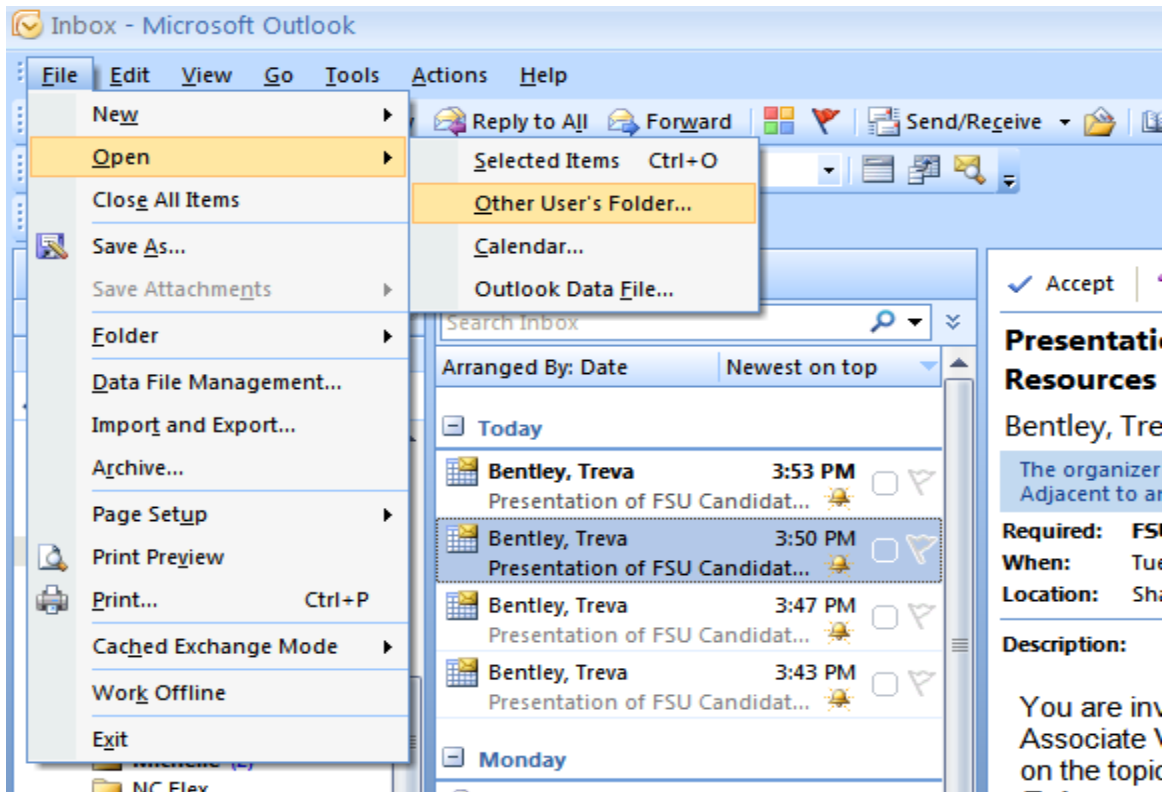
5. To set the shared user's permission in the **Inbox Properties** window on the **Permission tab**, click the *drop-down arrow* for Permissions Level. **Select Reviewer** to allow the folder to be viewed and click **OK**. (Figure 5)

Figure 5



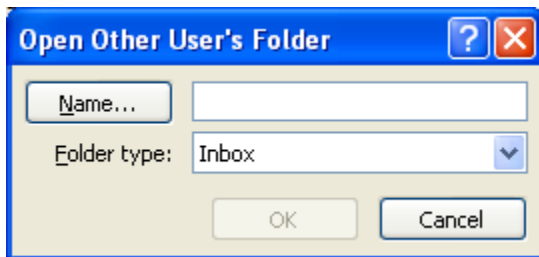
- To open a shared folder, click *File-Open-Other User's Folder*. (Figure 6)

Figure 6



- Type in the name of the mailbox you wish to open in the **Name** field or click on *Name...* to select from the drop-down menu and click *OK*. The other user's inbox will appear in your Outlook window. (Figure 7)

Figure 7



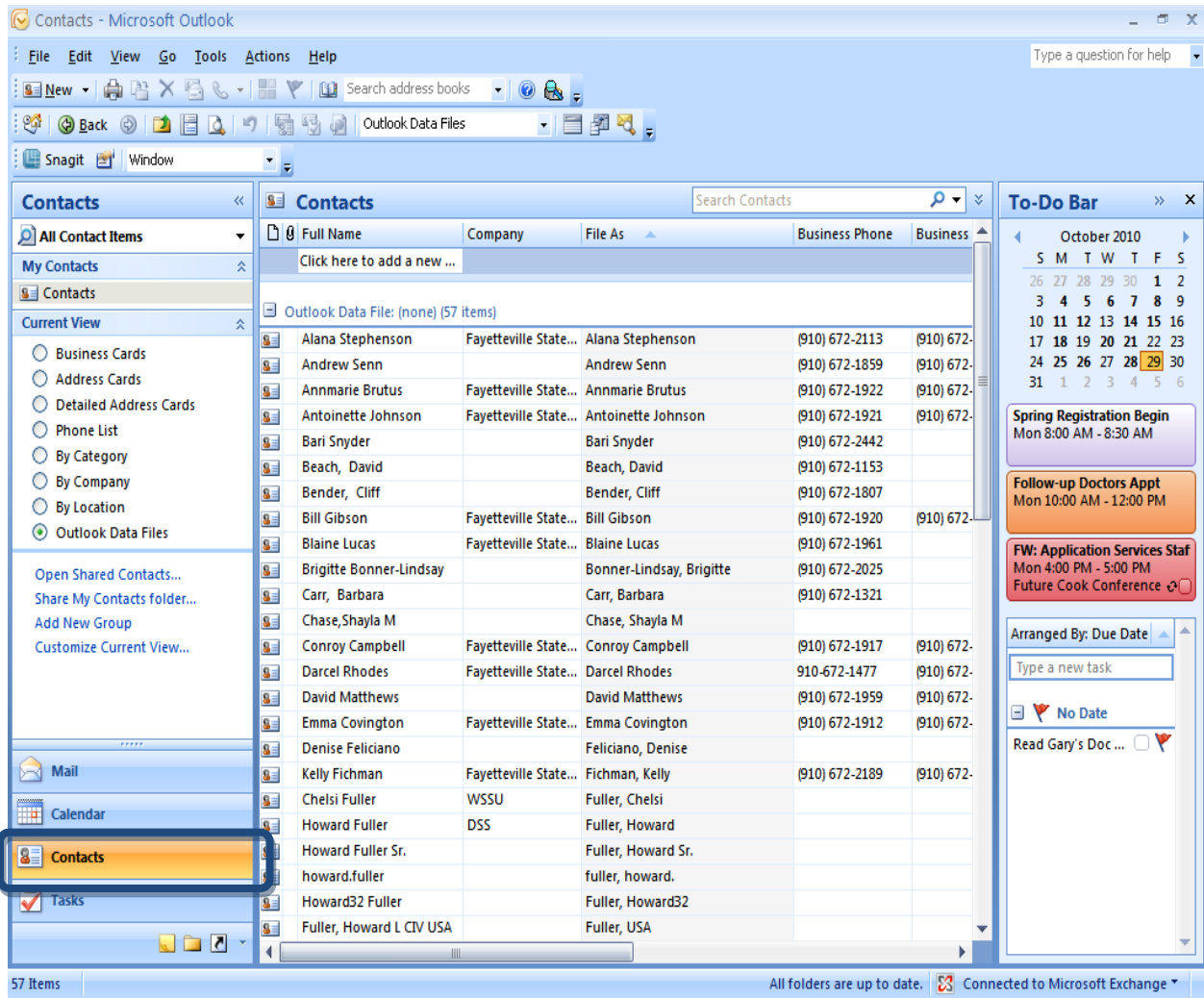
Note: Sharing a folder does not give access to sub-folders that are within that folder. The process has to be repeated for every folder and sub-folder you wish to share.

Working with MS Outlook Distribution Lists

How to Merge Distribution Lists

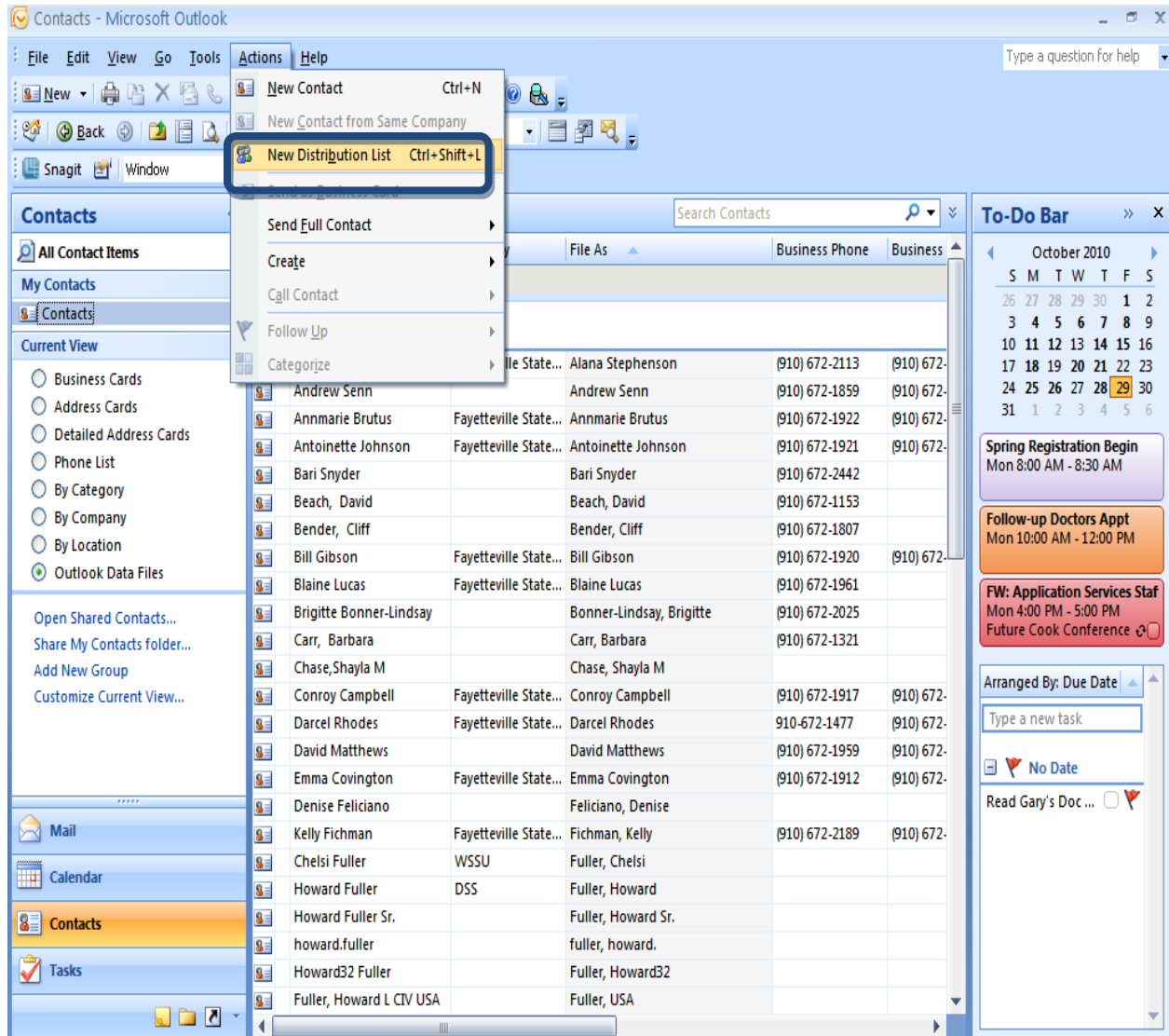
1. To merge two or more distribution lists into one, first **click Contacts** located on the **Navigation Pane** on the left side of the screen. (Figure 8)

Figure 8



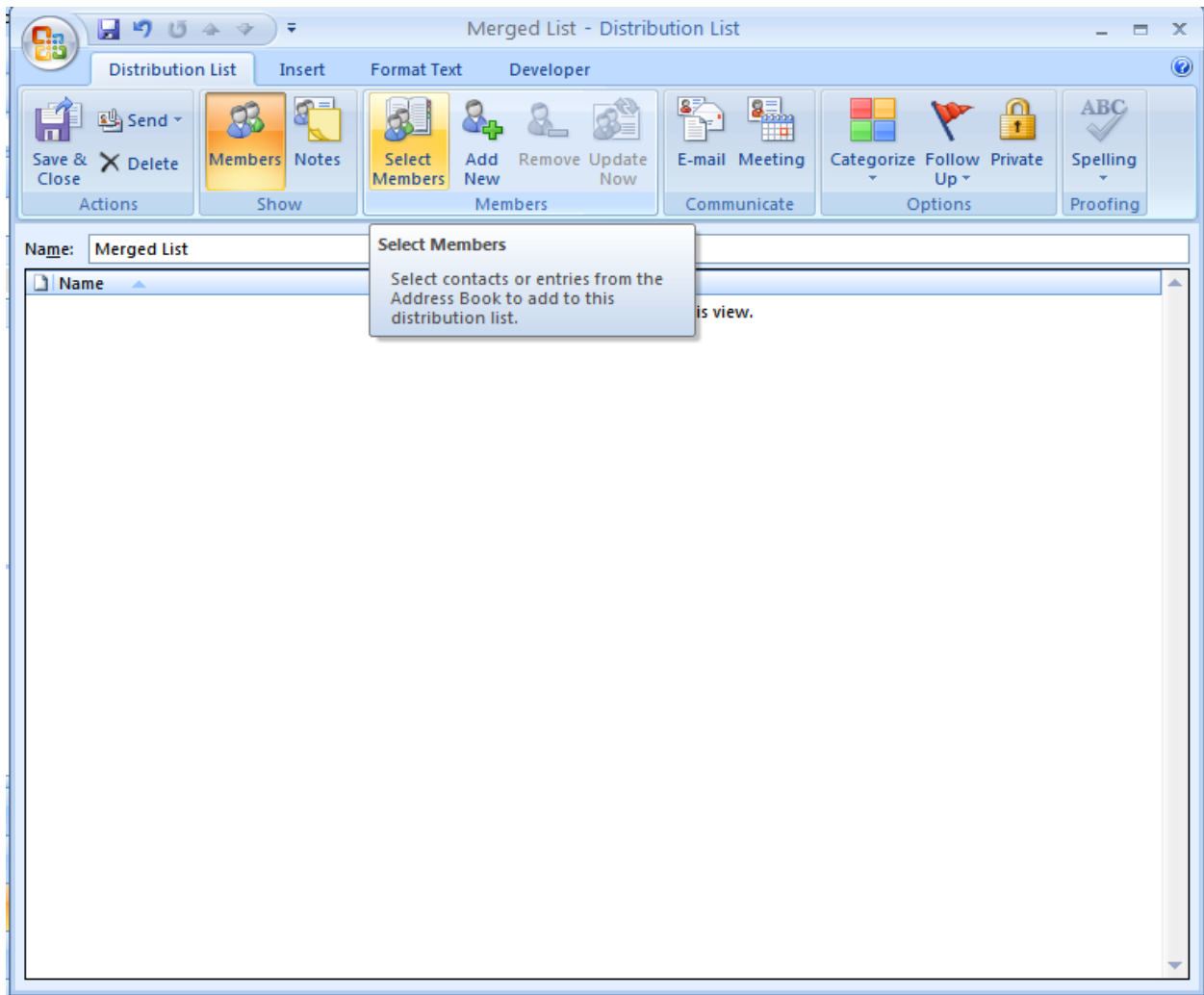
2. Click *Actions* located at the top of the screen on the main **menu bar** of the Outlook screen and select *New Distribution List* from the **Actions** menu. (Figure 9)

Figure 9



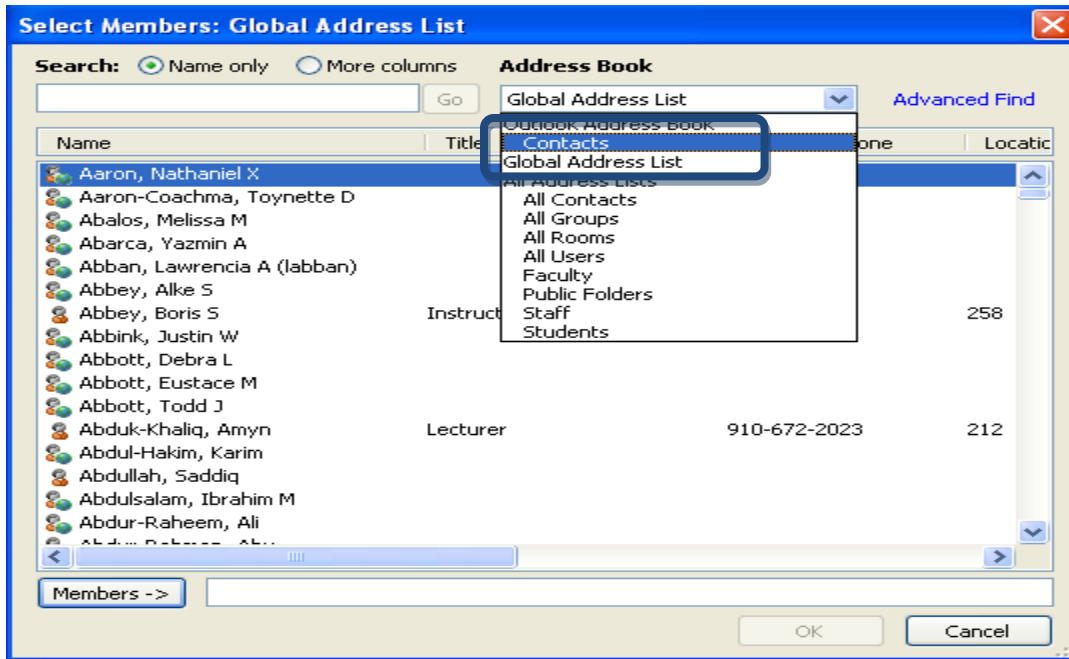
3. The **Distribution List** window is displayed. **Type** the *name* of the new distribution list in the **Name** field and **click** *Select Members*. This becomes the name of the new merged distribution list. (Figure 10)

Figure 10



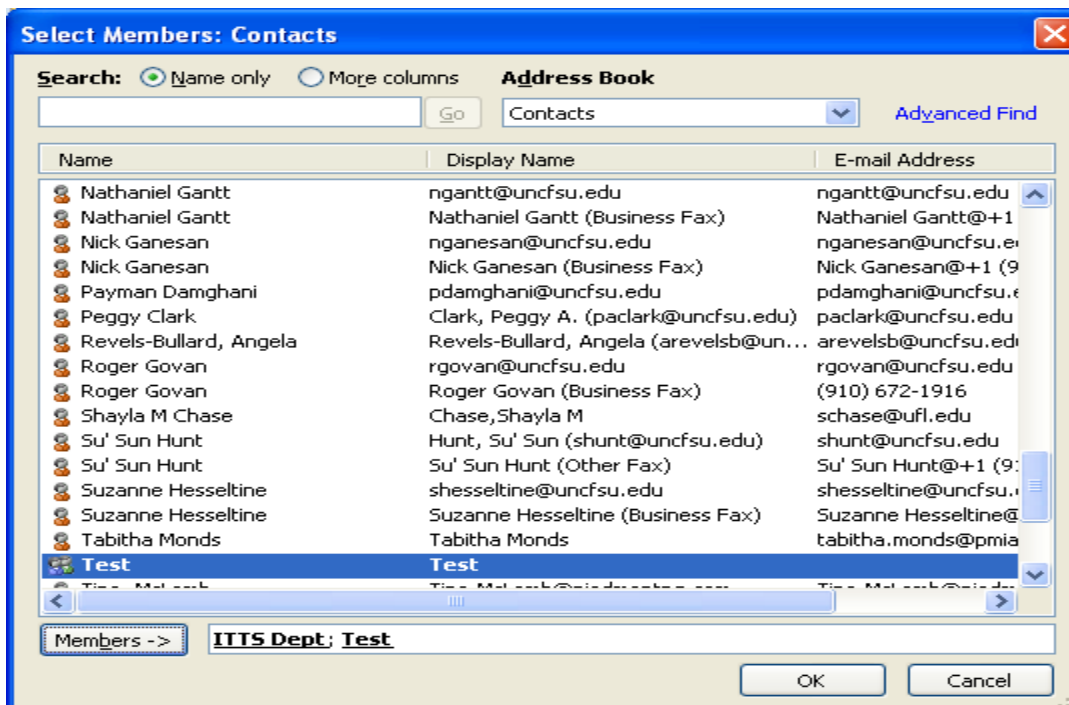
- The **Select Members: Global Address List** window appears, click the *drop-arrow* for **Advanced Find** and select **Contacts**. (Figure 11)

Figure 11



- Select the distribution list to merge and click **Members**, you can repeat this process until you have all the contacts you want in your new merged list. Click **OK** to complete the process. (Figure 12)

Figure 12

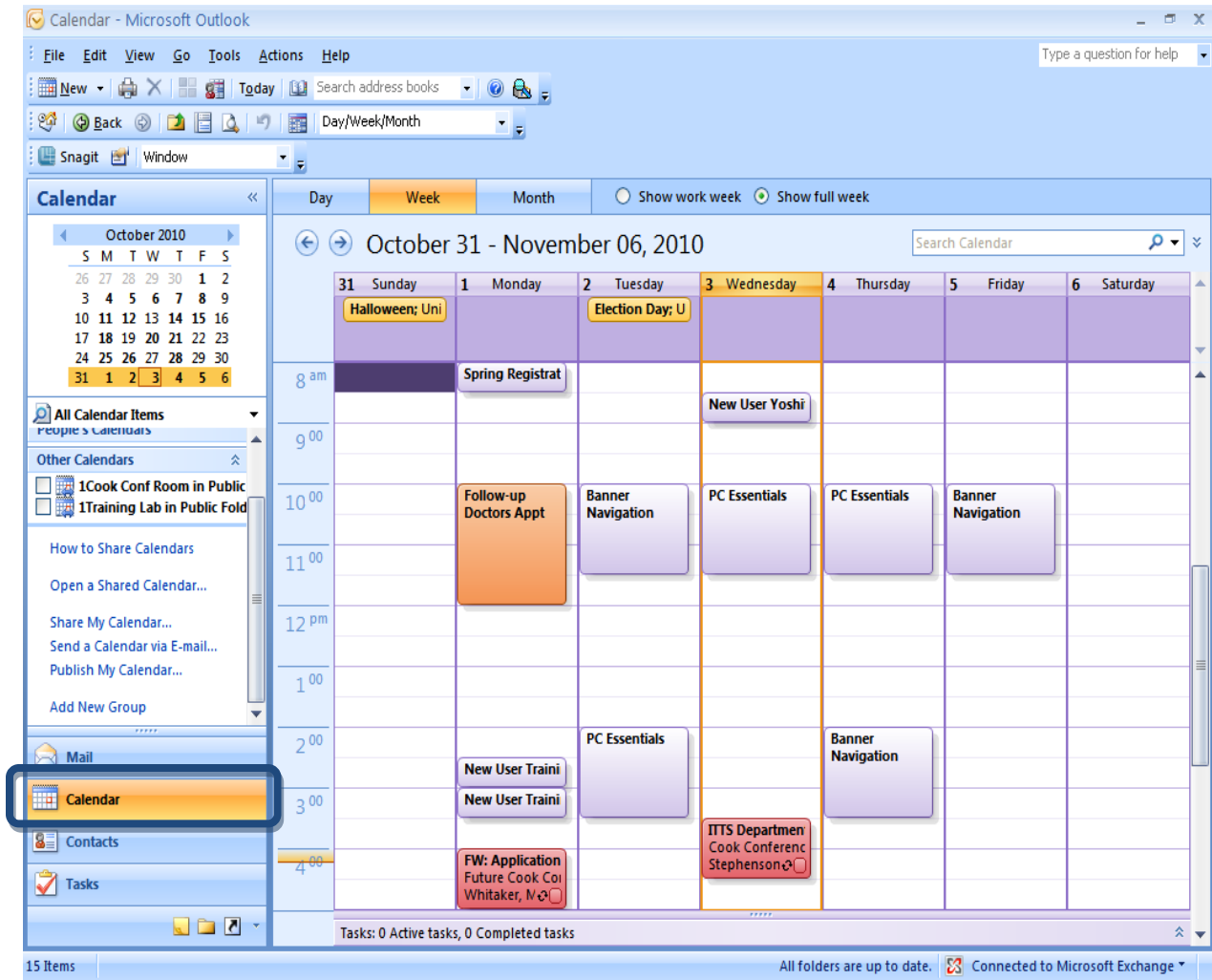


Sharing MS Outlook Calendars

How to Share a MS Outlook Calendar

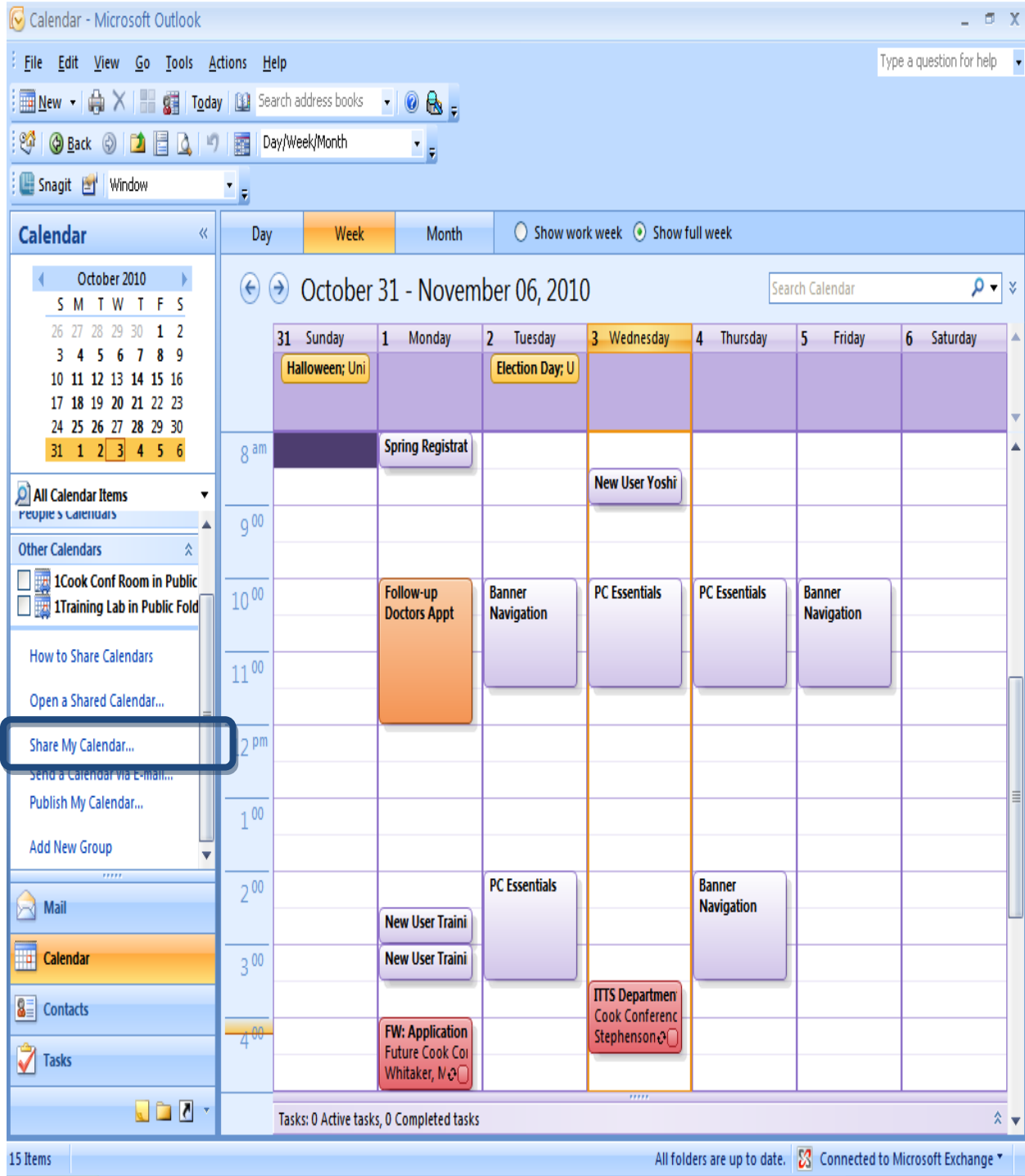
1. To share your MS Outlook Calendar **click *Calendar*** located on the **Navigation Pane** on the left side of the screen. (Figure 13)

Figure 13



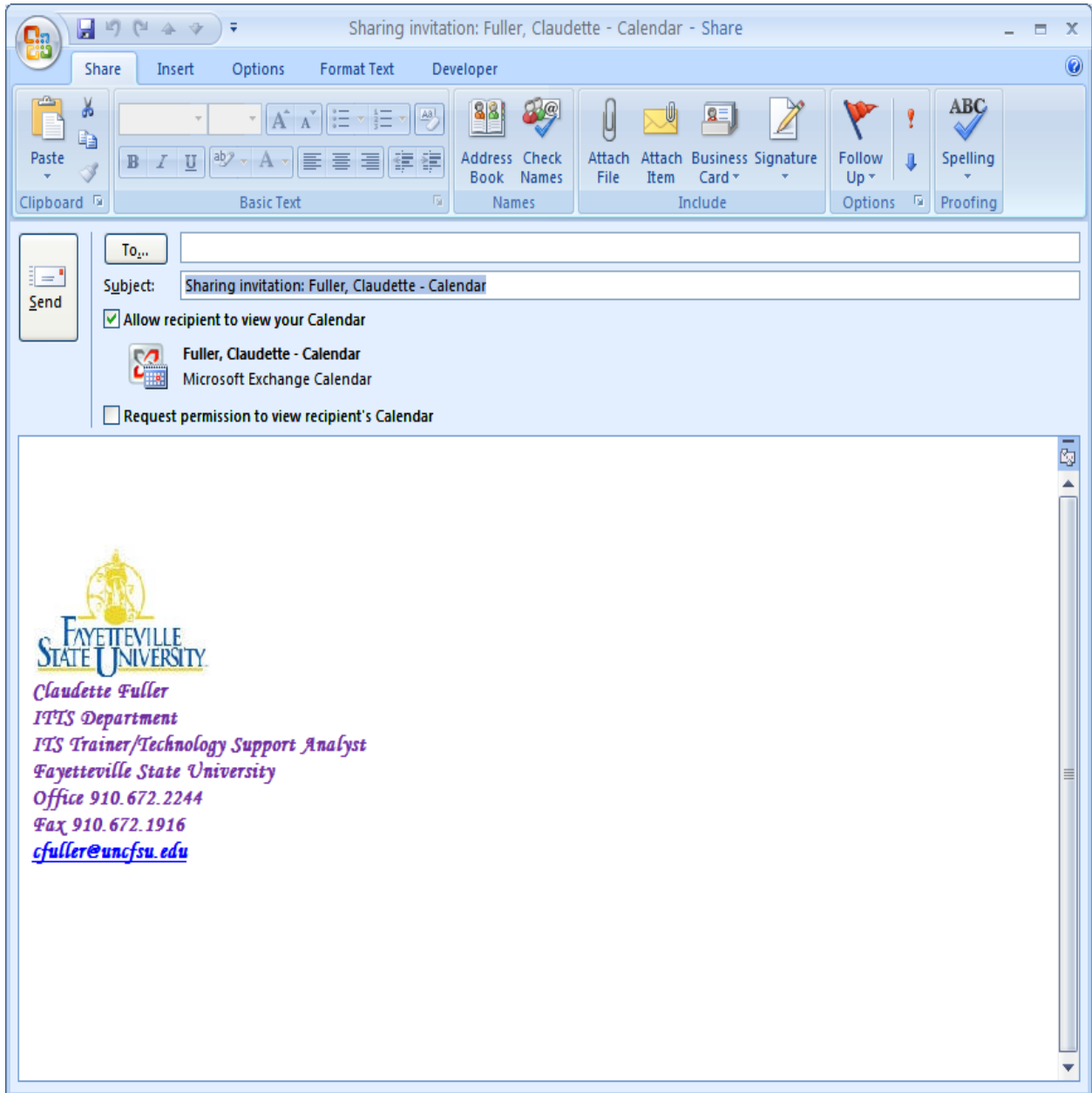
2. Click *Share My Calendar* located on the **Navigation Pane** on the left side of the screen. (Figure 14)

Figure 14



3. A new **Sharing invitation** window appears; type in the name of the person to share the calendar in the **To...** field or **click** on **To...** and select the name from the list and **click Send**. (Figure 15)

Figure 15

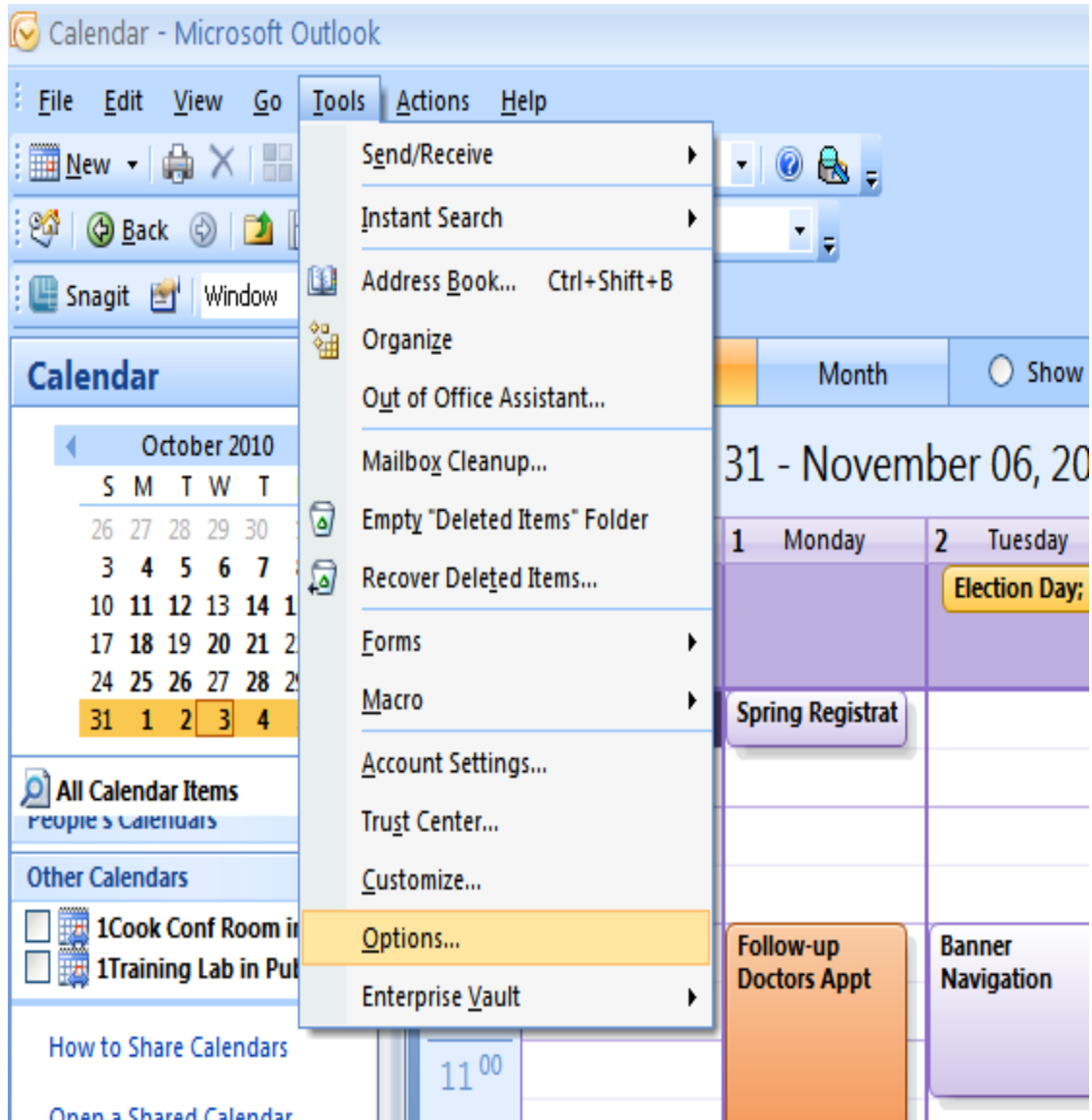


Note: By default the calendar is sent as view only, to allow more permission please follow the instructions for changing permission for delegate.

Changing Permissions for Delegates

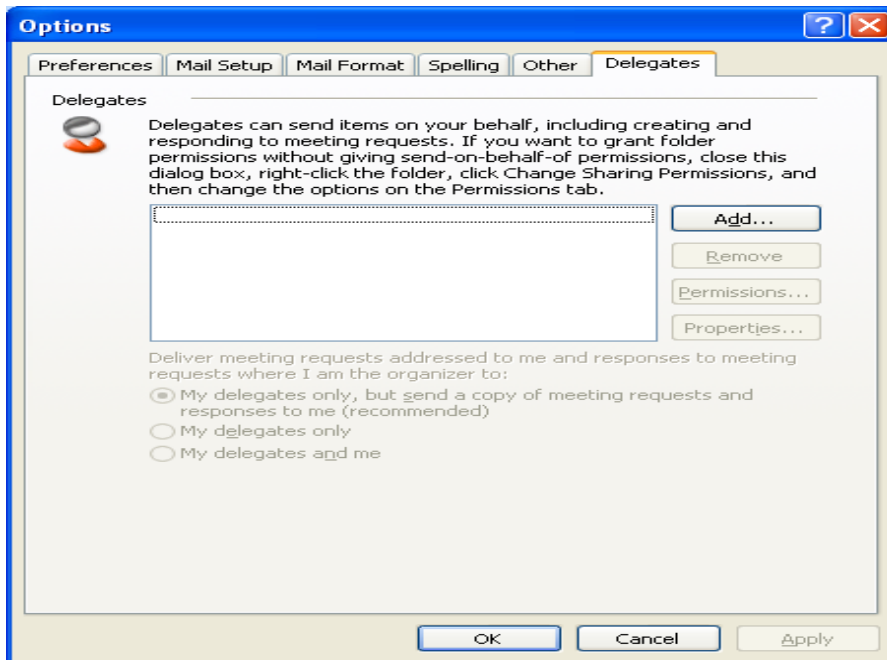
1. To add or change a delegate's permissions **click** on *Tools* located on the **menu bar** at the top of the page and **select** *Options*. (Figure 16)

Figure 16



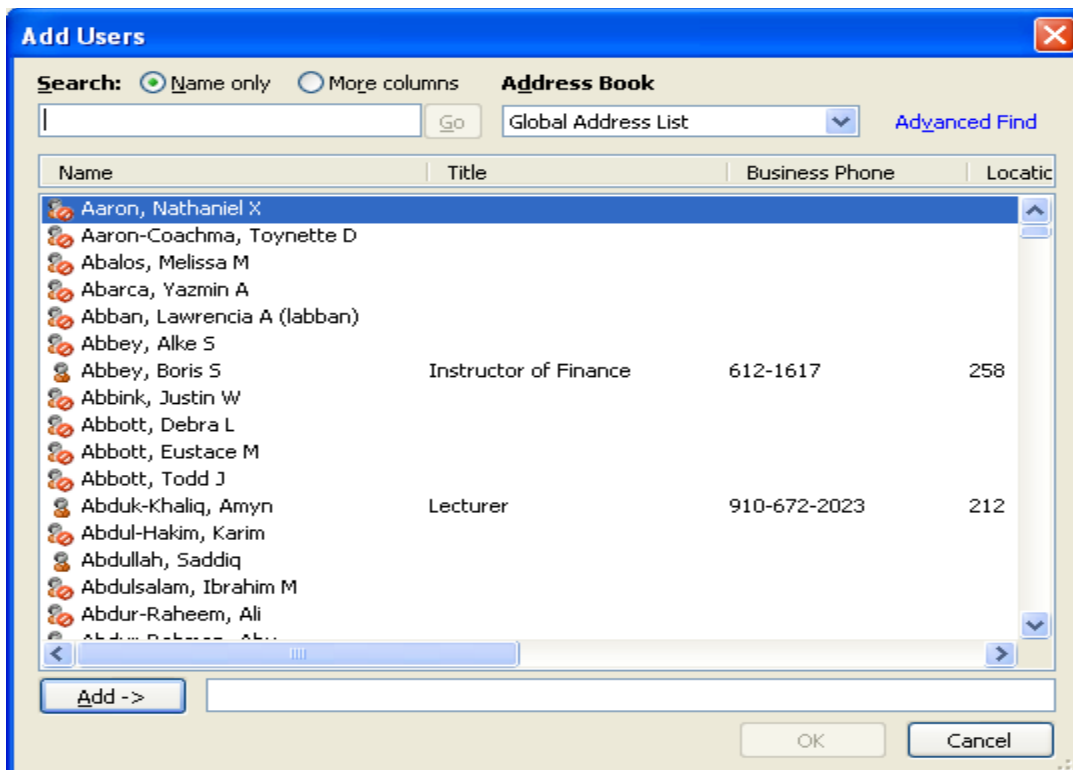
2. Click on the *Delegates* tab and click *Add...* to add a new delegate. (Figure 17)

Figure 17



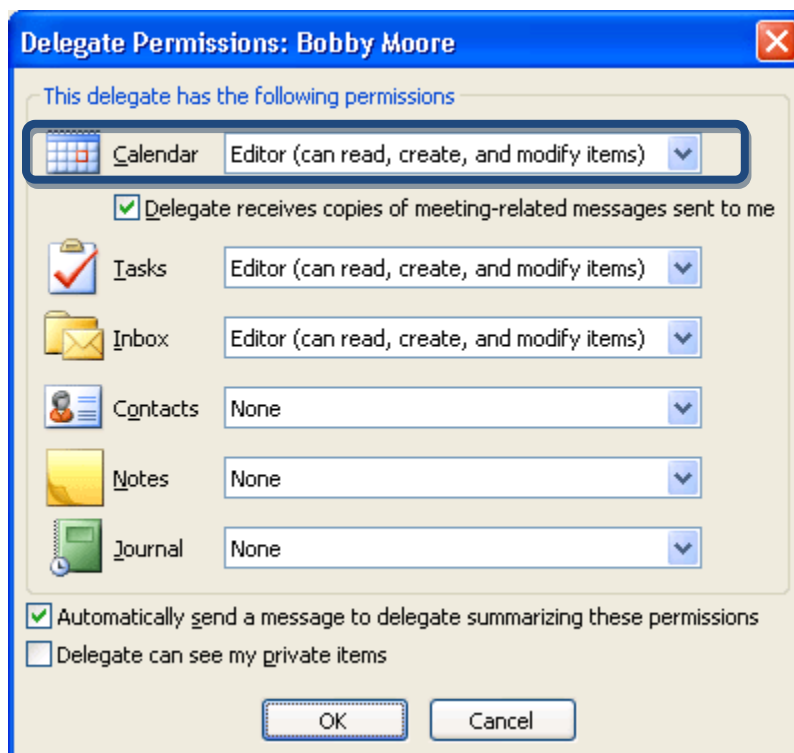
3. Type in the name of the person to share the calendar in the **Search field**, once found click on the name to select it. **Click Add** to add the delegate and **click OK**. (Figure 18)

Figure 18



4. To change the permission in the **Delegate Permissions** dialog box **click** on the *drown-arrow* that coincides with **Calendar** and select from the following options. (Figure 19)
 - **Reviewer:** With this permission, the delegate can read items in the manager's folder.
 - **Author:** With this permission, the delegate can read and create items, and modify and delete items that you create. For example, a delegate can create meeting requests directly in the manager's **Calendar** folder and then send the item on the manager's behalf.
 - **Editor:** With this permission, the delegate can do everything that an Author has permission to do and additionally can modify and delete the items that the manager created.

Figure 19

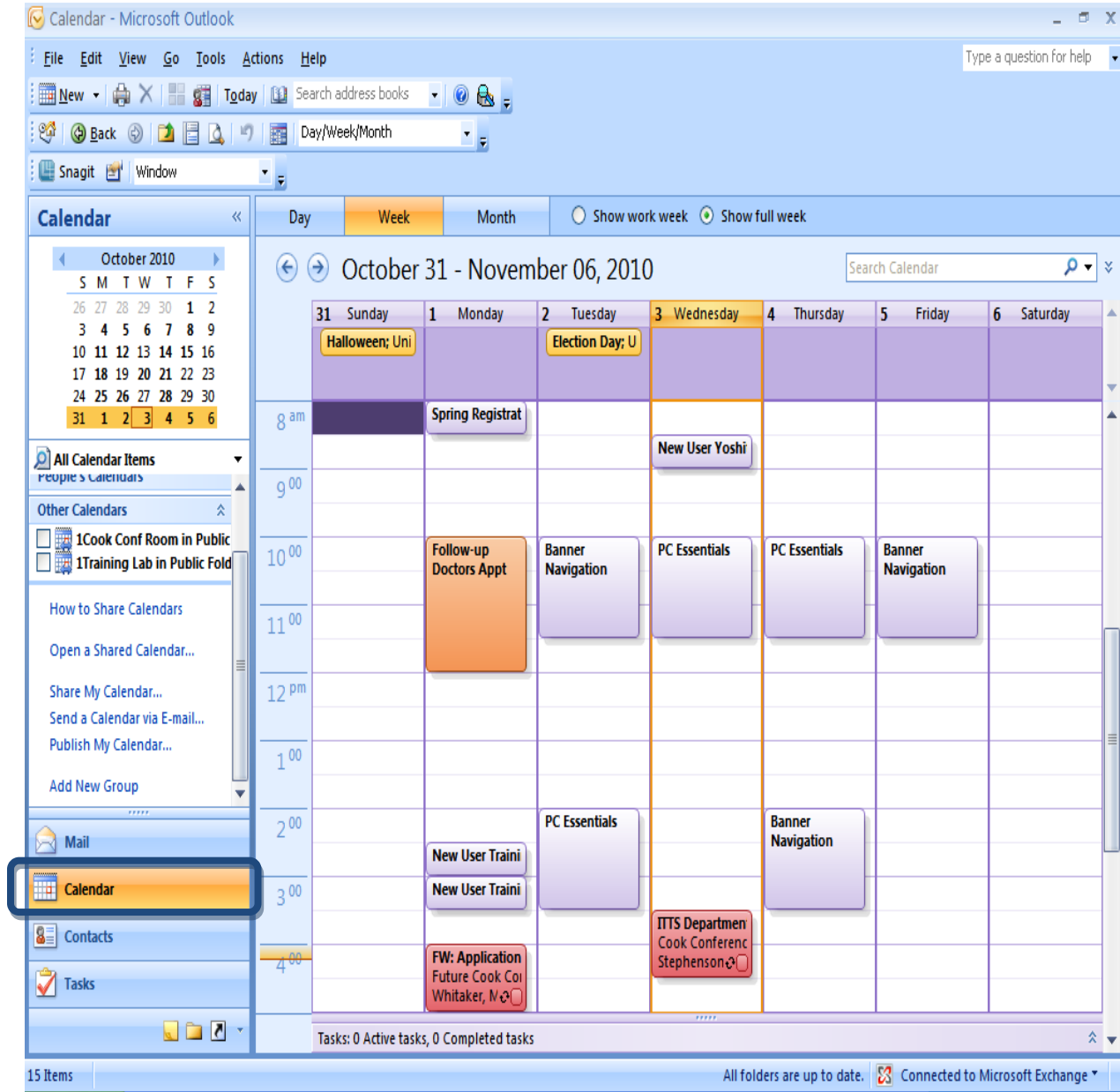


Note: If you have given permissions to a delegate so that he or she can access your Outlook folders, you can hide personal information in appointments, meetings, tasks, and contacts. Open each personal item, if it is an appointment or meeting it's located on the **Appointments Tab** in the **Options** group, click **Private**. It is located on the **Events Tab** in the **Options** group for events.

How to Un-Share a MS Outlook Calendar

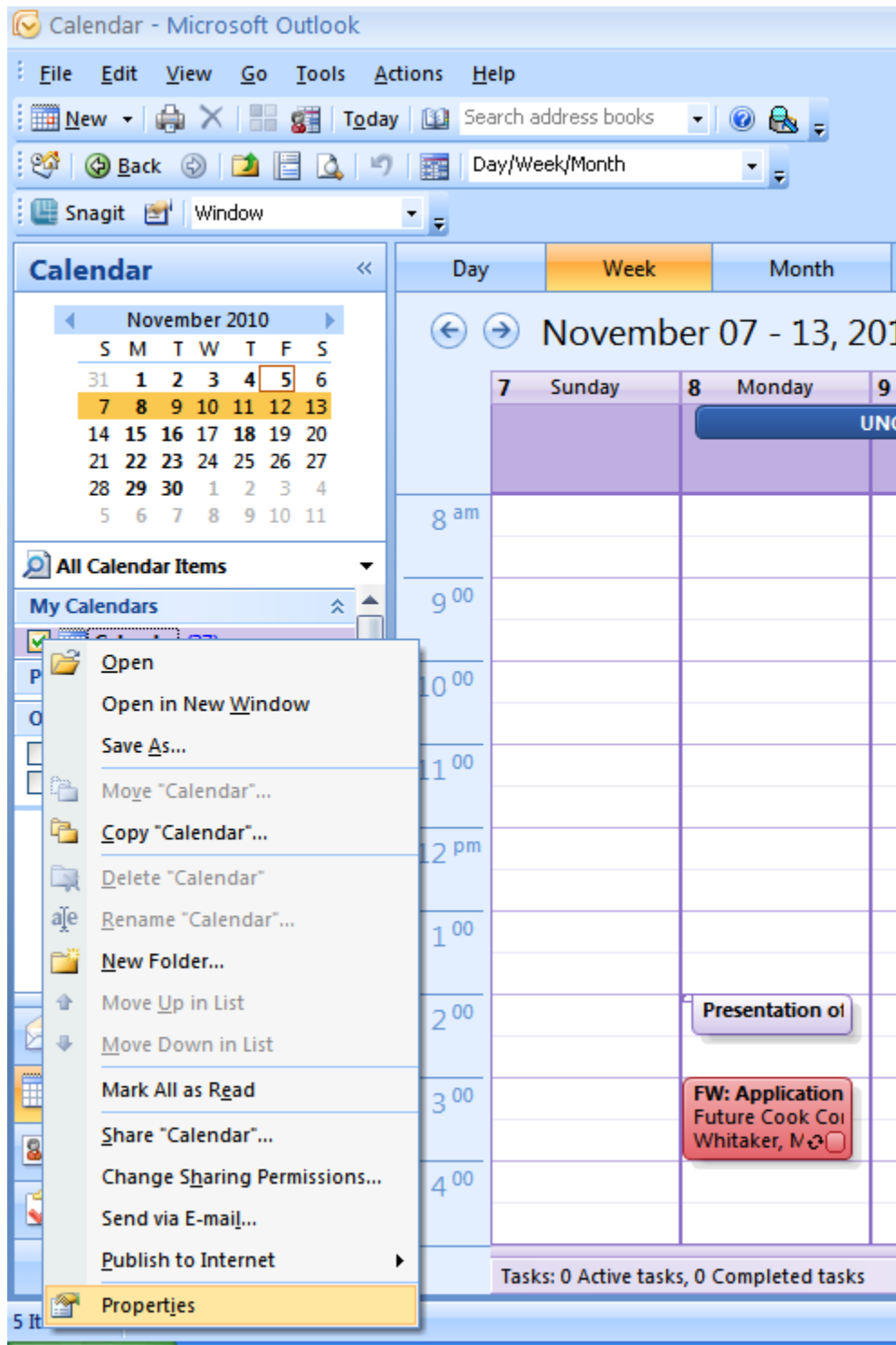
1. To un-share your MS Outlook Calendar, **click Calendar** located on the **Navigation Pane** on the left side of the screen. (Figure 20)

Figure 20



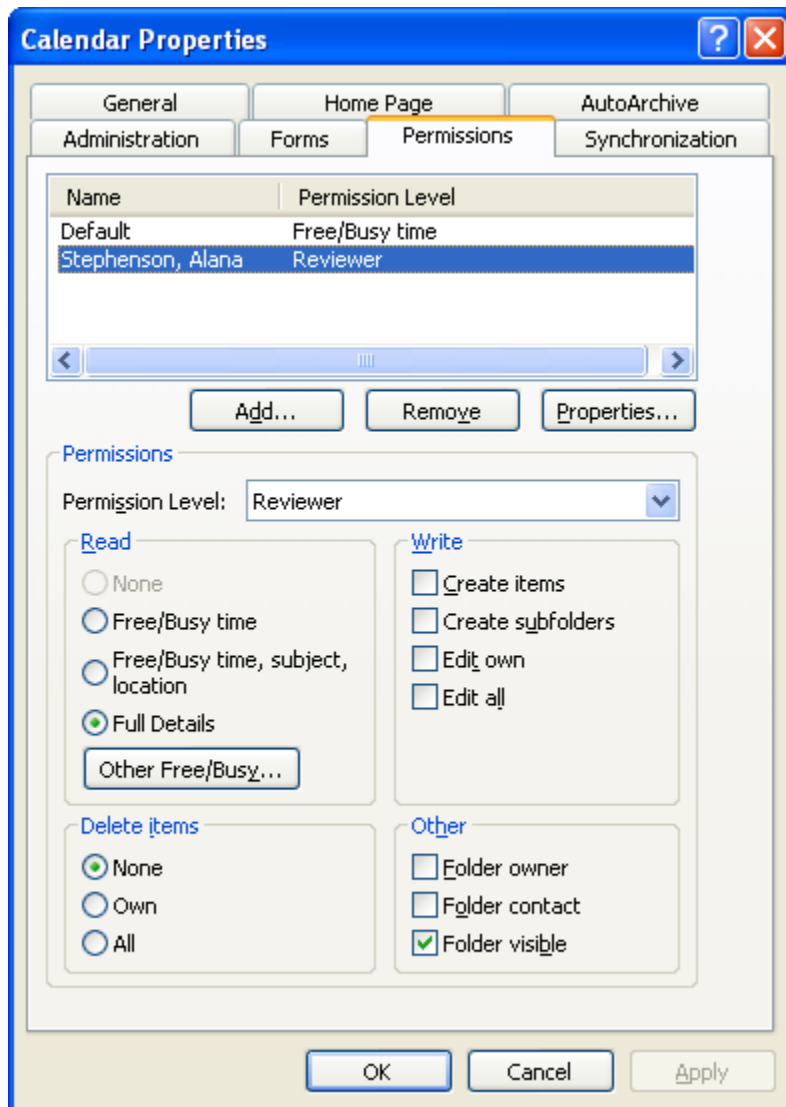
2. Check the *box* next to **Calendar** in your **My Calendars** window pane on the left panel of the screen, **right-click** on the box to open the **Calendar Properties** box and **select** *Properties*. (Figure 21)

Figure 21



3. The **Calendar Properties** box is displayed, **click** on the *Permissions Tab*. Select the delegate that will no longer share the calendar and **click Remove**. **Click OK** to save. (Figure 22)

Figure 22



This along with other Microsoft training materials can be found on the Training and Development website at the following URL:

<http://www.uncfsu.edu/itts/training/>