

How to Share Outlook Subfolders

Article Number: 342 | Rating: 4/5 from 10 votes | Last Updated: Jul 2, 2015 at 8:39 AM

ISSUE

How to Share Outlook Sub-Folders

ENVIRONMENT

Outlook 2013

Office 365

RESOLUTION

Before a user can access a shared folder, the sharer needs to set the “Folder visible” permissions on the parent folders of the shared folder.

Example

You have the following (simplified) mailbox structure;

Mailbox

-Inbox

-Sub folder

In order to access the folder “Sub folder”, you must grant “Folder visible” permissions on the Inbox folder and the Mailbox itself. This allows the other user to traverse to that folder from the root of your Mailbox.

Note: *Granting “Folder visible” access will not allow the other user to see any of the parent folder content.*

To set “Folder visible” permissions on a folder;

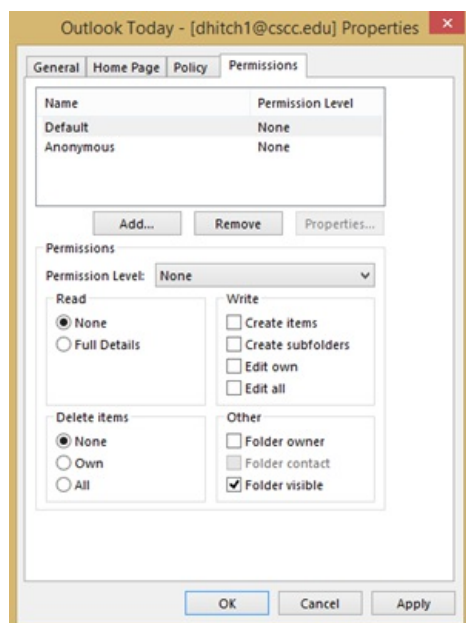
Right click on a parent folder of the shared folder and choose Properties.

Select the Permissions tab.

Add the person who needs to be able to access a sub folder.

Verify that this person is selected after adding it.

Set the permission level to None.



Select the “Folder visible” permission.

Grant “Folder visible” permissions for a Delegate on all parent folders so he/she will be able to access the shared sub folders.

How to Open an Outlook Sub-Folder

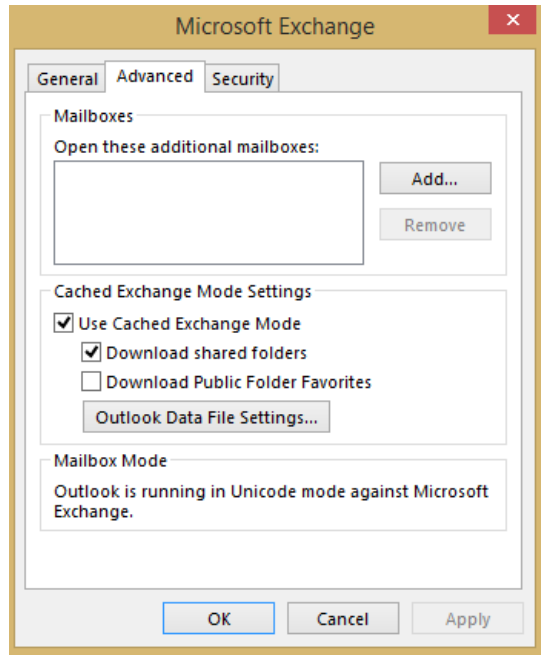
You cannot access non-default folders by the typical File-> Open-> Other User's folders

To access these folders, you must add the mailbox as a secondary mailbox to your existing Exchange account. The mailbox owner might need to grant you additional "Folder visible" permissions on the folders above this folder for you to actually be able to access the folder.

Adding a mailbox as a secondary mailbox

To add a mailbox as a secondary mailbox to your existing Exchange account choose;

File-> Account Settings> Account Settings> double click on your Exchange Account>button More Setting >Advanced-> button Add...Find the user and choose Apply and OK.



CAUSE

N/A

METADATA

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Create Date: 0910 June 17, 2015

Modified Date: 0910 June 17, 2015

Posted by: [Debra Hitch](#) - Jun 5, 2015 at 9:11 AM. This article has been viewed 50264 times.

Online URL: <https://kb.csc.edu/article/how-to-share-outlook-subfolders-342.html>