# Outlook 2010 – Delegating a Folder

Outlook 2010 gives users the ability to delegate folder permissions that they have created in their Inbox, and delegate permissions for the Inbox itself.

Please Note
Permissions **MUST** first be given to the **Mailbox** and second to the individual folders. The user you give permissions to will be able to ONLY see folders that you have delegated even though you are giving them view permissions for the mailbox.

If a larger list of folders must be delegated, please contact the IET Service Desk.

1. **Right click** to select your Mailbox, which will be labeled as firstname.lastname@kwantlen.ca. Select **Folder Permissions**
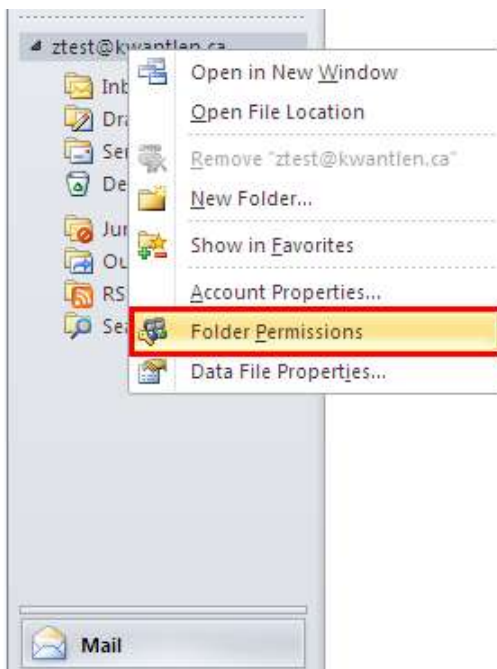
2. This window allows you to edit and view permissions for your Mailbox. To delegate permissions for someone, click **Add**
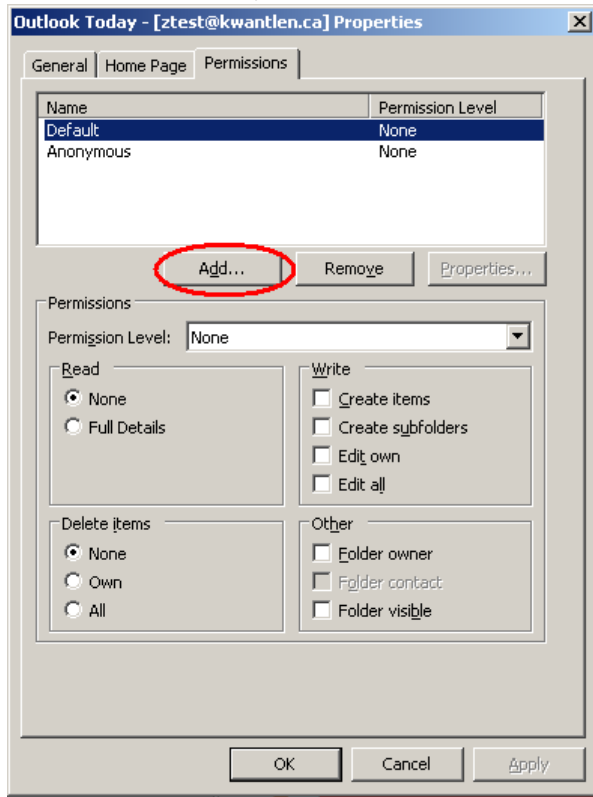

3. Use the search function to find the person or people that you will be delegating access to and click **Add** to put them in the bottom field. After you have finished selecting addresses, click **Ok**
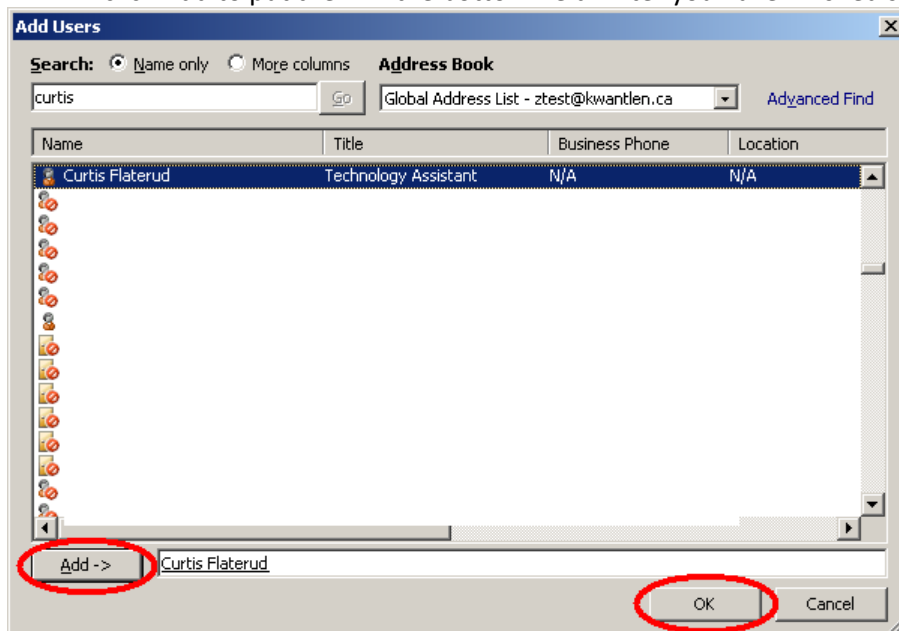
4. You can now set the permissions for an individual by using the preset options from the "Permission Level" drop-down box. Custom permissions can be set by selecting the various options from "Read", "Write", "Delete Items", and "Other"
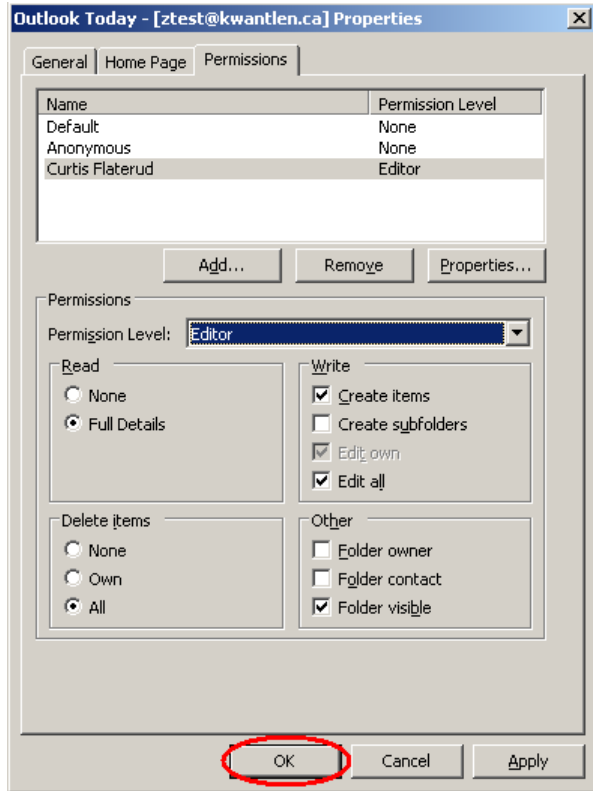
5. Now, permissions must be delegated for folders that you want to share. **Right Click** on the folder that you'd like to share, and select **Properties**
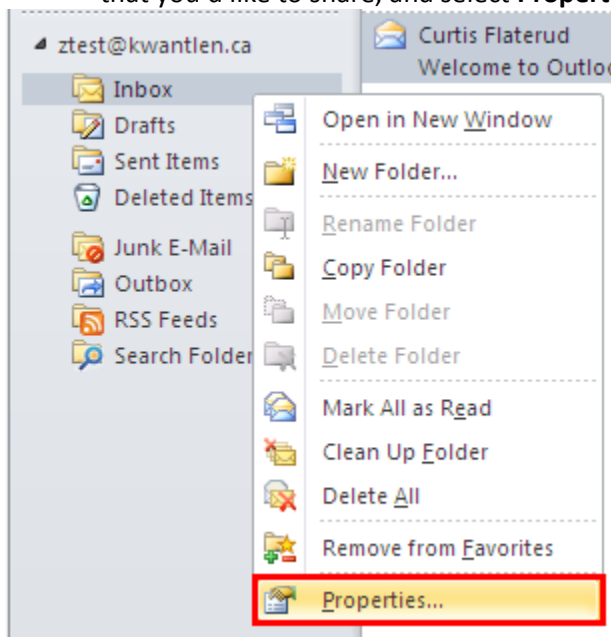
6. Now, select the **Permissions** tab, and follow steps **2** through **4**