## 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

Outlook Today - [ztest@kwantle	n.ca] Properties 🛛 🔀
General Home Page Permissions	1
Name Default Anonymous	Permission Level None None
Add	Remove Properties
Permission Level: None Read O None Full Details	₩rite ⊈ Greate items Create subfolders Edit_own Edit all
Delete įtems None O Own All	Other Eolder owner Folder contact Folder visible
	Cancel Apply

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"

utlook Today - [ztest@kwantle	n.ca] Properties	X
General Home Page Permissions	-]	
Name	Permission Level	
Default	None	
Anonymous Curtis Elaterud	Editor	
	Lato	
A <u>d</u> d	Remove Properties	
Permissions		
Permission Level: Editor	F	
Read		
Full Details		
	Edit all	
Delete įtems	Other	
C None	Eolder owner	
COwn	Folder contact	
• All	Folder visi <u>b</u> le	
$\sim$	K Cancel Apply	

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

Inbox Properties	×
General Home Page AutoArchive Permissions Synchronization	
Inbox	
Type: Folder containing Mail and Post Items	
Location: \\ztest@kwantlen.ca	
Description:	
Show number of unread items	
C Show total number of items	
When posting to this folder, use: IPM.Post	
Eolder Size Clear Offline Items	
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