



MICROSOFT EXCHANGE:

A GUIDE TO SHARING MAILBOX ITEMS WITH OTHERS

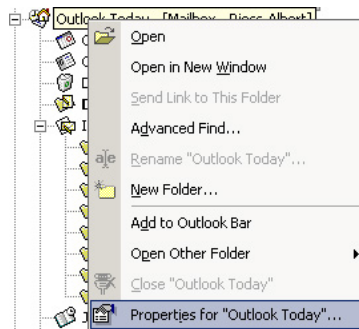
BEFORE YOU BEGIN

SHARING INFORMATION through an Exchange account is a 2 step process requiring the interaction of both the user sharing the information and the recipient of that share. The first step involves setting the appropriate permissions on various items in Outlook. This is done by the user who is sharing the information. That person must set permissions on the items they wish to share so that the users they are sharing with can see the data.

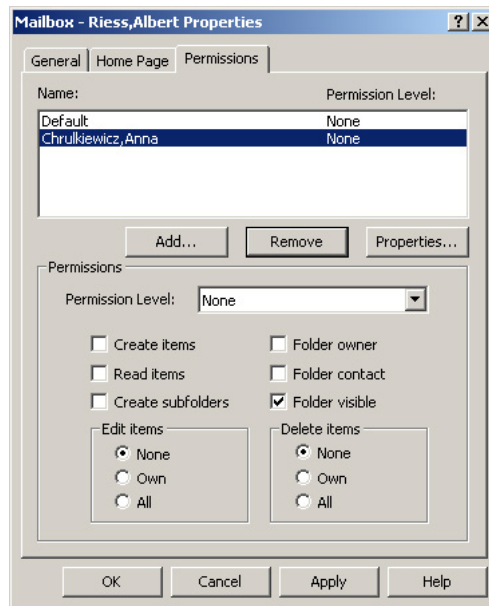
The second step involves the recipients of the shares themselves. They must add the original user's mailbox to their account so that they can view the data being shared. It is important that all steps in this tutorial be followed to properly share information using Microsoft Exchange.

SETTING PERMISSIONS

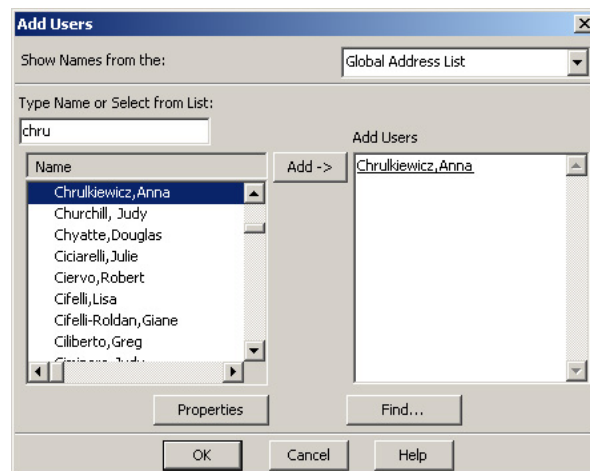
1. Open **Microsoft Outlook**.
2. Right click on the **Outlook Today – [Mailbox – Last Name, First Name]** icon in the left-hand menu and select **Properties** from the list that appears.



3. In the **Mailbox Properties** window, click on the **Permissions** tab.



4. Click the **Add** button.
5. In the window that appears, select the individuals you wish to share your data with and click the **Add->** button after selecting each name. This will place that individual's name on the right-hand list. Once you have selected all those you wish to view your data, click **OK**.



6. Back in the **Mailbox Properties** window, highlight the individual(s) you've added and place a check in the **Folder visible** option.
7. Click **OK** to return to your Exchange account.
8. Right click on the items you wish to share in the left hand menu under the main Outlook window. This can be anything from **Calendar** to **Inbox** depending on the data you are looking to share. Select **Properties** from the list that appears.
9. Repeat steps 3-5 to add the appropriate users to this item.

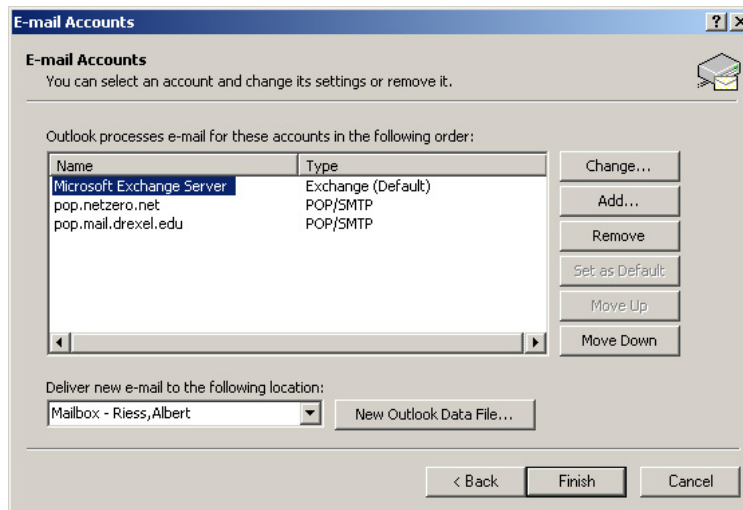
10. Back in the Item Properties window, highlight the individual(s) you've added and use the Permission Level drop down menu to select the appropriate level of access to that item for that user.
 - a. **Owner** – This gives complete access to that item. Users can add, delete and edit articles within that item.
 - b. **Publishing Editor** – Same as owner except the user is not the contact for that item should someone need to reply to articles sent from that item.
 - c. **Editor** – This is the same as the Publishing Editor except the user cannot create subfolders within that item.
 - d. **Publishing Author** – This is the same as a Publishing Editor except the user only has control over article they create within that item.
 - e. **Author** – This is the same as the Publishing Author except the user cannot create subfolders within the item.
 - f. **Nonediting Author** – This is the same as the Author expect the user can only create or delete articles. They cannot edit any articles within that item.
 - g. **Reviewer** – This gives the user the ability to read articles within that item.
 - h. **Contributor** – This gives the user the ability to add articles to that item, but not read existing articles.
11. Click **OK** to exit back to Exchange.

ADDING THE ITEM TO YOUR COLLEAGUES MACHINE

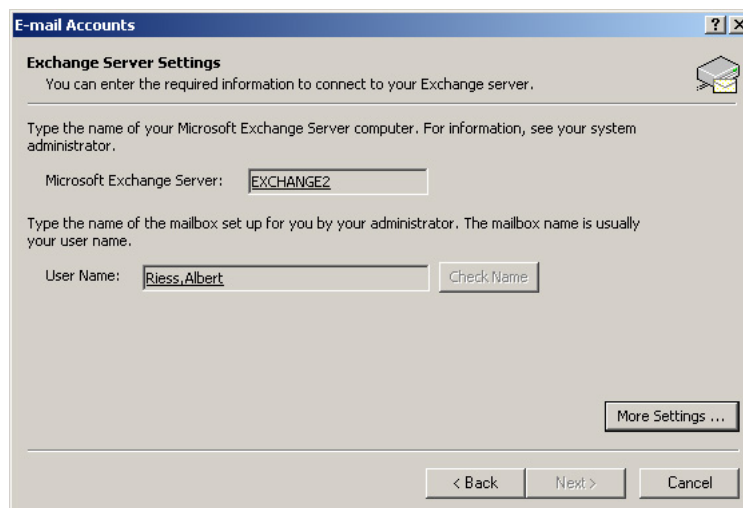
1. Open **Microsoft Outlook**.
2. From the **Tools** menu, select the **Email accounts...** option.
3. In the first **Email Accounts** window, make sure the **View or change existing e-mail account** option is selected and click **Next**.



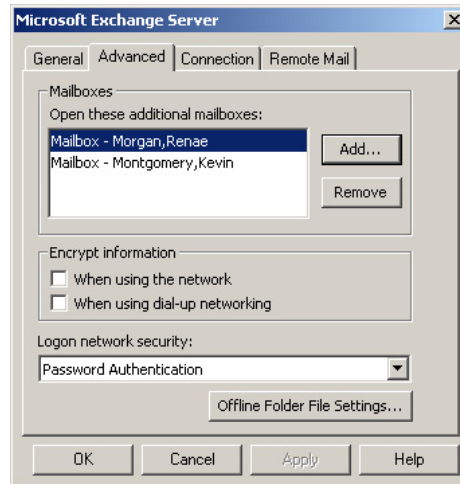
- In the second window, highlight the **Microsoft Exchange Server** option and click the **Change** button.



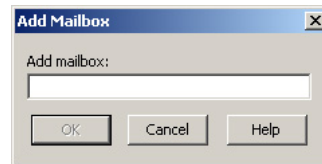
- In the third window, click the **More Settings** button.



- In the **Microsoft Exchange Server** window, select the **Advanced** tab. Inside this tab, click the **Add** button.



7. In the **Add Mailbox** window, enter the username of the individual who's data you are trying to access and click **OK**.



8. Back in the **Microsoft Exchange Server** window, click **OK**.
9. Back in the **E-mail Accounts** window, click **Next** and then **Finish**.
10. The mailbox for the user you just entered will now appear in the menu on the left side of the Outlook window.