Folder Sharing in Office 365

Sharing folders with another user or multiple users can make it easier to monitor and send email from a public or group domain. This document will detail how to share a folder when logged in online with Office 365.

Sharing a Folder

First, login to Office 365: https://login.microsoftonline.com

Then, click Mail which will open your Inbox. Look toward the left side of the screen for the navigation pane.

If you don’t have a folder created that you would like, right click on the folder you want it to be in, select Create new subfolder and name it.
Right click on the folder and select **Permissions**...

Click the add button and enter the name of the person you wish to share the folder with.
After selecting the person, then define the permission level.

Once permissions have been set, you must allow any user who wants to view your folder permission at least **Folder visible** permissions for every folder above that folder in the tree. So in this instance, all folders within red rectangles below must be given **Folder visible** permissions.
Viewing a Shared Folder

To see a folder that has been shared with you, you must add it. Right click on your primary mailbox in the left navigation pane and select Add shared folder...

Then type the name or email address of the shared folder you wish to view, and select Add.

The shared folder will then appear.