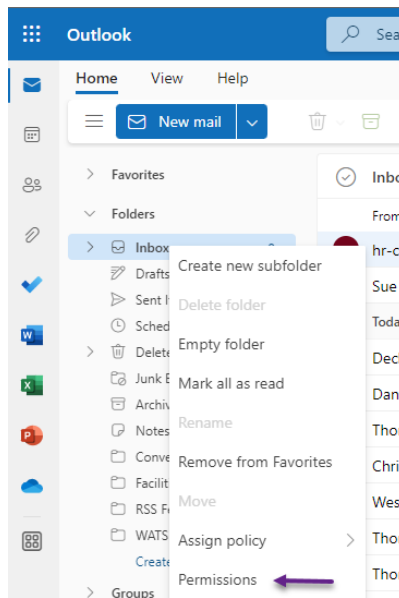


Sharing O365 Mailbox

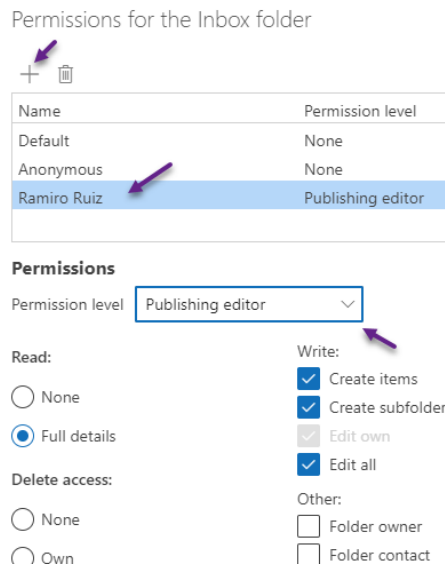
To grant mailbox permissions in O365, you need to start at the top level (Folders), then to each folder you would like to share. Here below are the steps to accomplish

Go to myoffice.uwo.ca and login with the email account you are sharing, then click on the 9 dots (top left corner) and click on Outlook.

1. Right click on *Folders (root folder)*, then click on permissions. **(Steps 1 and 2 must be done on each folder or subfolder you are sharing e.g., Inbox, Drafts Junk Email etc.)**

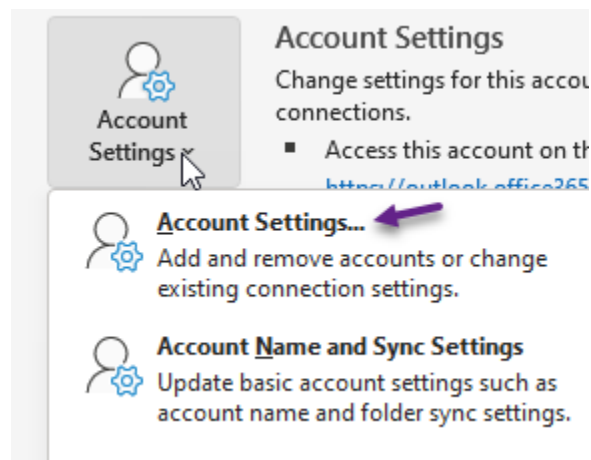
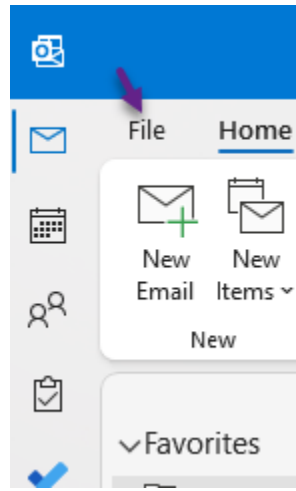


2. On the *Permissions for the inbox folder* window, click on the plus sign (top left corner), type the email or name of the person then click on *Add*, then set the Permission level and click *OK*. Note that you can add several users in this window, just make sure to set the permission level for each.

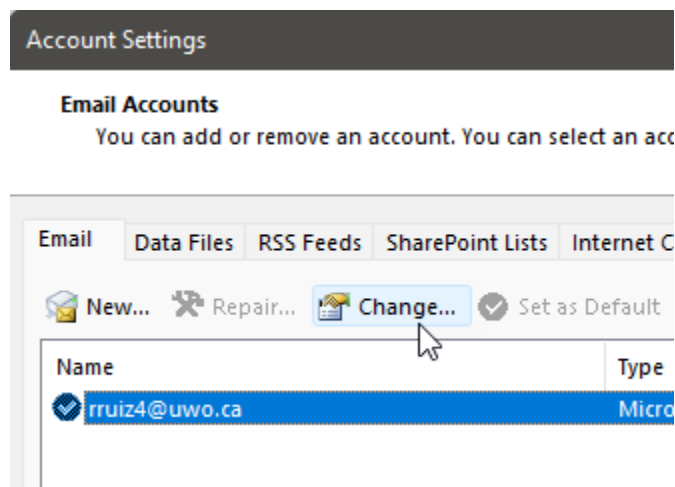


Sharing O365 Mailbox

3. Next open your Outlook client on your computer, click on *File | Account Settings* and click on *Account Settings*

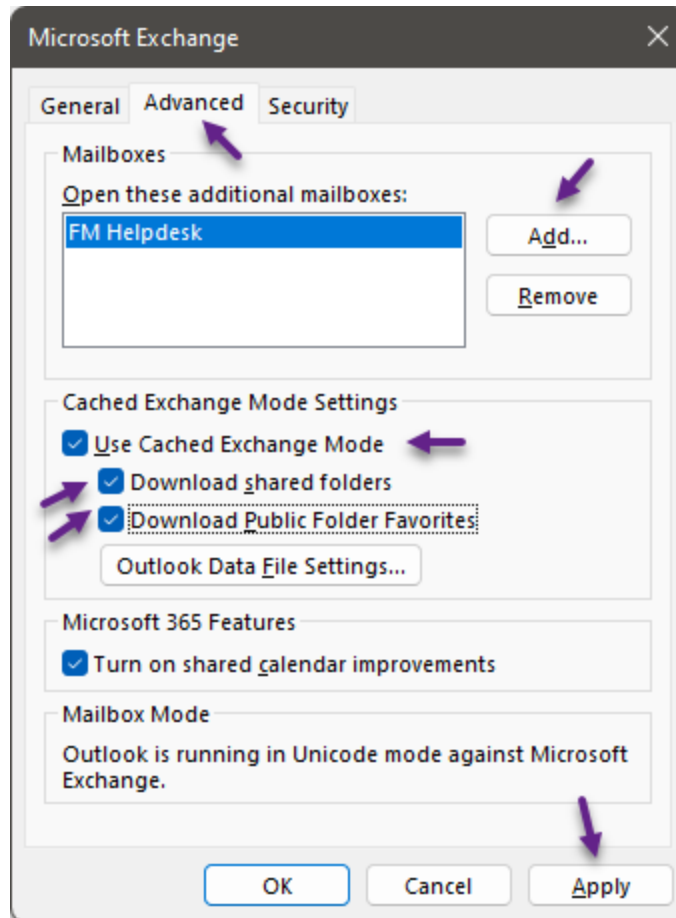


4. Once you are in *Account Settings*, highlight your account and click on *Change*.



Sharing O365 Mailbox

- Click on More Settings or Advanced Settings. Go to the Advanced Tab. On the *Open these additional mailboxes*: click on Add, type in the name of shared mailbox e.g., fm-it and click ok. Put a checkmark on: Use cached exchange mode, Download shared folders and Download public folder favorites. Click on *Apply* then *OK*. Click on *Next* then on *Done*. Completely close the Outlook client for changes to take effect.



- Open your Outlook client and you should see the newly added shared mailbox and folders.

