## 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.

Permissions for the Inbox folder			
+ ±			
Name	Permission level		
Default	None		
Anonymous	None		
Ramiro Ruiz	Publishing editor		
Permissions			
Permission level	Publishina editor $\checkmark$		
	2		
Read:	Write:		
Read:	Write: Create items Create subfolders		
Read: None Full details	Write: Create items Create subfolders Edit own		
Read: None Full details Delete access:	Write: Create items Create subfolders Edit own Edit all		
Read: None Full details Delete access: None	Write: Create items Create subfolders Edit own Edit all Other: Folder owner		

## Sharing O365 Mailbox

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



$\cap$	Account Settings		
	Change settings for this accou		
Account	connections.		
Settings ×	<ul> <li>Access this account on the</li> </ul>		
6	https://outlook.office265		
Add and remove accounts or change existing connection settings.			
Account Update account	Account <u>Name and Sync Settings</u> Update basic account settings such as account name and folder sync 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.

Microsoft Exchange	X
General Advanced Security	
Mailboxes	
Open these additional maliboxes:	
FM Helpdesk	A <u>d</u> d
	Remove
Cached Exchange Mode Settings           Use Cached Exchange Mode           Download shared folders           Download Public Folder Favorites           Outlook Data File Settings	
Turn on shared <u>calendar</u> improvement	its
Mailbox Mode	
Outlook is running in Unicode mode ag Exchange.	ainst Microsoft
OK Cancel	Apply

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

More	Thank you Dan 1 Technologist, Fa
	Thomas SYS-11 Thomas Saveau
VFM Helpdesk	File located at:
√Inbox	Thomas SVS 11
Working on	Thomas Sayeau
Completed	View request
Test	Aouni RE: Ac
Drafts	Hi Dan, Just am information it hi
Diarts	
Deleted Items	Jira (Mi [JIRA] (