Microsoft 365: Shared Email, Calendars, and Folders

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This article reviews how to share inboxes, calendars, and folders within Microsoft 365.

See also:
- Microsoft 365: Overview
- Encryption: Emails in Microsoft 365

Email sharing and access

Microsoft 365 allows many email sharing and delegation options for email, from sharing the Inbox or another folder, to allowing another individual to completely manage a mailbox (delegation), including sending as or on behalf of the mailbox owner.

Webmail (a.k.a. OWA)
- Access a Shared Mailbox
- Access another person's mailbox
- Send on behalf of a group

Outlook desktop application
- Allow someone else to manager your mail and calendar
- Manage another person's mail and calendar

Calendar sharing and access

Webmail (a.k.a. OWA)
- Share your calendar
- Access another person's calendar

Outlook desktop application
- Share your calendar
- Access another person's calendar
- Allow someone else to manager your mail and calendar
- Manage another person's mail and calendar
Outlook desktop application (macOS)

- Share your calendar
- Access another person's calendar

Folder sharing

Outlook desktop application (macOS)

- Share and delegate folders

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

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