

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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Email: help@brynmawr.edu

Location: Canaday Library 1st Floor
