



# OUTLOOK PRIVILEGES

## LEVELS OF PRIVILEGES

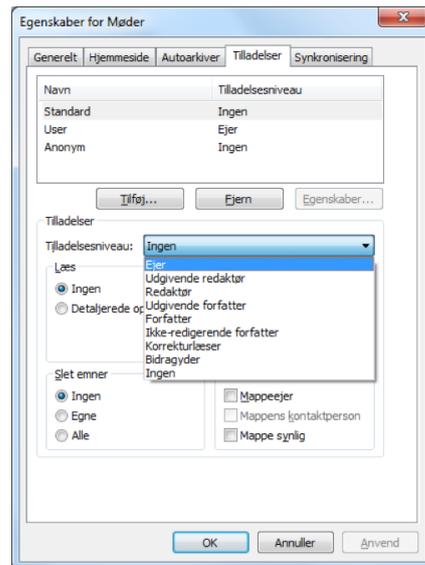
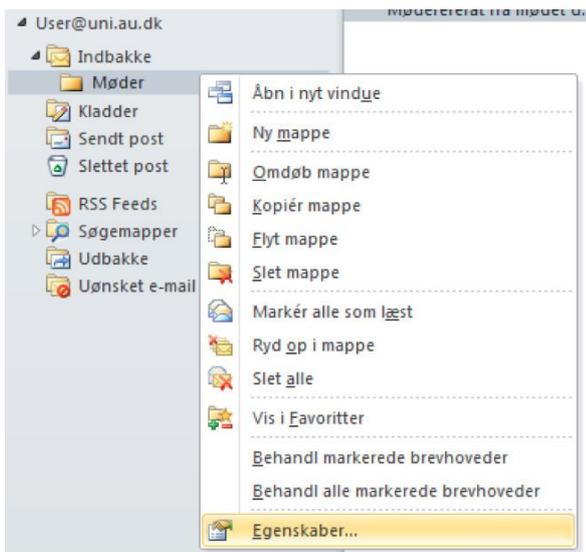
If a person has shared one of their private folders with you or has chosen you as the proxy for the folder in question, you are authorized to perform certain actions within the folder. There are different levels of privileges, and depending on the role (or combination of privileges) in question, there are a number of options. These are described in the table below:

With this level of privileges (or this role)	You can
Owner	Create, read, edit or delete all objects and files, and create subfolders. As the owner of a folder, you are able to make changes in other people's levels of privileges to the folder. (This does not apply to proxies)
Publishing editor	Create, read, edit and delete all objects and files, as well as create subfolders. (This does not apply to proxies)
Editor	Create, read, change and delete all objects and files.
Publishing author	Create and read objects and files, create subfolders as well as change and delete objects and folders created by you. (This does not apply to proxies)
Author	Create and read objects and files as well as change and delete objects and files created by you.
Contributor	Only create objects and files. The content of the folder will not be shown. (This does not apply to proxies)
Reader	Only read objects and files.
User defined	Perform actions defined by the owner of the folder. (This does not apply to proxies)
None	You have no privileges. You are unable to open the folder.

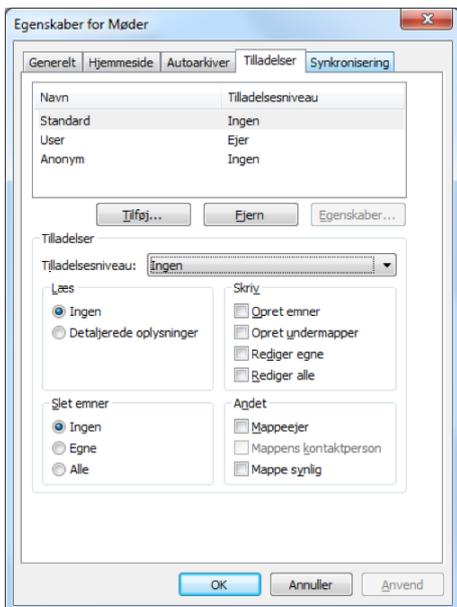
In connection with both author and editor privileges, a proxy is allowed to send information on behalf of another user. When messages are sent, these will contain the names of the superior as well as the proxy. The receivers of the messages will see the name of the superior in "Sent on the behalf of", and the name of the proxy will be found in the box "From".

## CREATING PRIVILEGES TO A FOLDER

If you need to share a folder with another user, simply right click on the folder in the menu to the left under the account. Then choose "Properties".



Click on “Add”, on the tab “Privileges” and select the user you want to give privileges to the folder.



Now choose the level of privileges you want to award the particular user/users. The levels have been described in the section “Levels of privileges”.

## CONTROLLING THE LEVEL OF PRIVILEGES FOR SOMEONE ELSE’S FOLDERS

In order to control the level of privileges to the folders of another person, you need to determine the type of the folder, which can be either: 1) A private folder you have been authorized to share or 2) a public folder.

For each of the two types, you need to do the following:

### 1) A private folder you have been authorized to share

1. Move the cursor to “Open” in the “File” menu, and then click on “Other user’s folder”.



2. In the box that appears, fill in the name of the person who awarded you sharing or proxy privileges. Another option is to click on “Name” in order to select the name of the person from a list.

## **2) A public folder**

Click on the list of folders in the “Search” menu. Then click on Public folders, and select your chosen folder.

If the folder you wish to open has been saved in another folder, click on the plus sign (+) next to each subfolder until you find the folder you want.

1. Right click on the folder. Then press “Share”.
2. Click on the tab “Overview”. Your level of privileges will be shown under “Privileges”.

If the Privileges tab appears instead of “Overview”, you do not have any owner privileges. If neither of the tabs appear, you have no privileges to see nor change the properties of the folder.

## REMOVING SHARED PRIVILEGES FOR A FOLDER

In order to remove the shared privileges for a folder, you must follow these steps:

1. Click on the list of folders in the “Search” menu. Right click on the folder you want, and then press Share in the shortcut menu.
2. Click on the tab “Privileges”.
3. Click on the name of the proxy whose privileges you wish to remove in the box labeled “Name”.
4. Press “Remove”.

If you wish to remove another user’s privileges temporarily, you need to change the level of privileges to None. The user will not be removed from the list, and you will be able to quickly reinstate the privileges later on.