Share your Outlook mailbox/folders (Reviewer access) and how the Reviewer opens them

Applies to: **Classic Outlook Desktop (Windows)** and **Outlook on the web (OWA / outlook.office.com)**
Goal: Give another employee **read-only (“Reviewer”)** access to mail folders (or as much of your mailbox as needed).

What “Reviewer” means

Reviewer = read items only (no create/edit/delete).

Before you start (important notes)

- This works for **work/school Microsoft 365/Exchange** mailboxes (delegate/folder sharing requires that setup).

Sharing Access

Classic Outlook Desktop (Windows)

Mailbox owner: Share a folder and set “Reviewer”

1. In the **Folder Pane**, right-click the folder you want to share (ex: **Inbox** or a subfolder or full email by right clicking on your email address) → **Properties**.
2. Go to the **Permissions** tab → select **Add**.
3. Select the person (or group) from the address list → **Add** → **OK**.
4. Click the person’s name → set **Permission Level = Reviewer** → **OK**.

Outlook on the web (OWA / outlook.office.com)

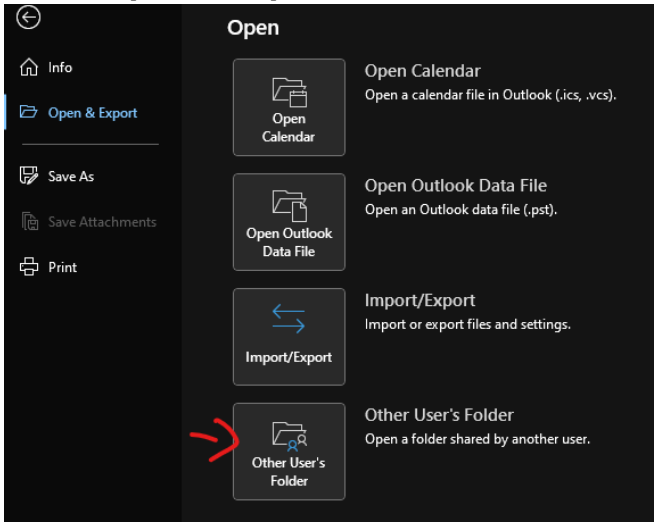
Mailbox owner: Share a folder and set “Reviewer”

1. Right-click the folder (ex: **Inbox** or a subfolder or full email by right clicking on your email address) → **Sharing and permissions**.
2. Select **+** → enter the person’s name/email → **Add**.
3. Select the person → **Permission level = Reviewer** → **OK**.
   Tip: if sharing a subfolder, share the **parent folder(s)** too.

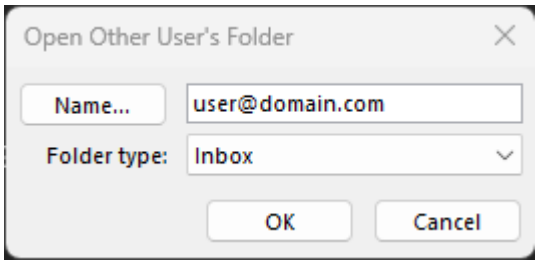
Reviewer: How to access the shared mailbox/folders

Classic Outlook

1. **File > Open & Export > Other User's Folder**

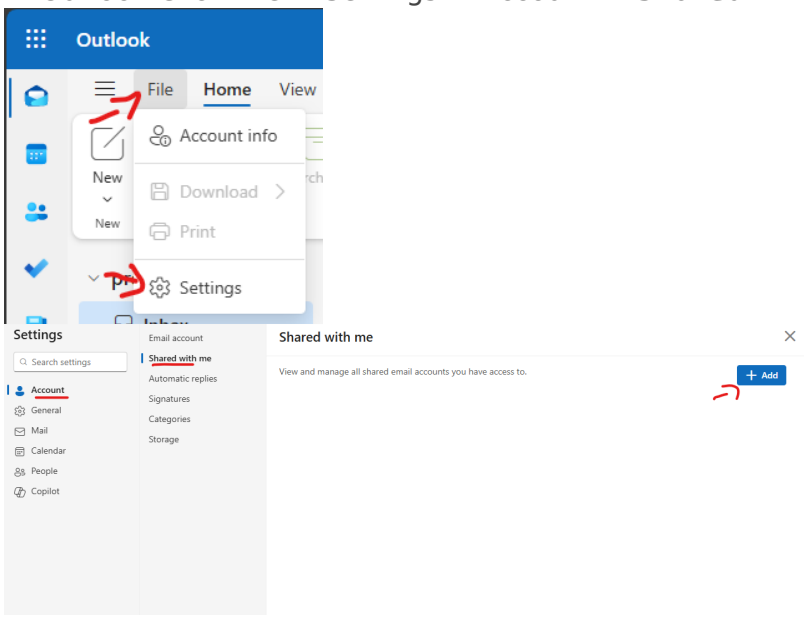


2. Type the mailbox owner’s name and change Folder Type (if needed) → **OK** → and see if shows up, otherwise restart Outlook.

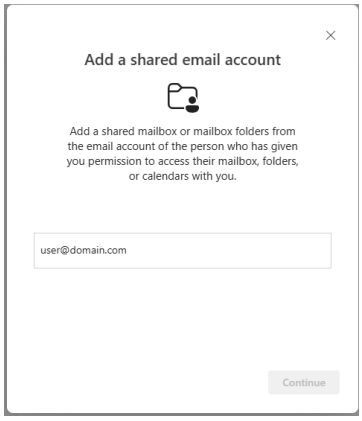


Reviewer: Access shared folders in OWA

1. In Outlook Click File → Settings → Account → **Shared with Me → Add**



2. Enter the mailbox owner's name/email → **Continue**.



3. Expand the owner's name under **Shared with me** to see the folders they shared. And on the Main Outlook Screen you will Another Email Address Popup.

Open the whole mailbox in a separate window (when you have mailbox access)

Top-right profile/name → **Open another mailbox** → type mailbox name → **Open**.

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