



























Outlook 2003

Resource vs. Public/Shared Folder Feature Matrix

How do I decide what to use...

**** Resource examples include Conference Rooms, Projectors, Company Vehicles, shared laptops**

*** Public/Shared Folders can do similar things as Resources for department use. The main difference is how things are displayed in the Outlook client and in Outlook Web Access.**

| Feature | Resource** | Public/Shared Folder* |
|---|---|---|
| Able to Free/Busy Search |  |  |
| Appears in Global Address Book |  |  |
| Display Multiple Calendars side by side |  |  |
| Mailbox enabled (send & receive email) |  |  |
| Can contain more than one item type such as email and calendar. |  |  |
| Displays on the Outlook client folder list |  |  |
| Simple rules and moderation capabilities |  |  |
| Management through Outlook client |  |  |
| Set permissions for access |  |  |
| Specify quota limits |  |  |
| Ability to specify forms for posting items |  |  |
| Use as Address Book |  |  |
| Use as my default contacts folder for look ups |  |  |