## How to Access a folder someone has shared with you

### The OWNER of the account must share access with you first.

Select the File tab. (It defaults to Info).

Click Account Settings button – a drop down menu will appear.

In the dropdown menu select Account Settings again. The Account Settings window opens.



In the E-mail tab area, select Microsoft Exchange (make sure it's highlighted).

E-ma	il Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books		
New Benair In Change Int as Default & Remove								
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Nar	me			Туре				
	🛇 Walker@tru.ca			Microsoft Ex	Microsoft Exchange (send from this account by default)			

Click the Change... button – the Change Account window opens.

Click the **More Settings** button – the Microsoft Exchange window opens.

Select the **Advanced** tab.

Microsoft Exchange	×						
General Advanced Security Con	nection						
Mailboxes							
Open these additional mailboxes:							
ΠS	Add						
Outlook							
infosecurity	Remove						

Click the Add button - the Add Mailbox window opens.

Fill in the name of the Originator whose shared folder you want to see.

Click Apply then the OK button - the Add Mailbox window closes.

In the Microsoft Exchange window select OK - the Microsoft Exchange window closes.

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In the **Change Account** window, click **Next**. Click **Finish** - the Change Account window closes. In the **Account Settings** window select **Close**. The Account Settings window closes.

## The Recipient will now see in their Navigation Pane the Originator's Mailbox-Name. Directly below it will be the Cabinet folder, followed by the shared folder.

If the Recipient is seeing more folders than intended, the Originator must remove the Recipient from the Permissions area in these extra folders.

# If you do Not see all the folders you must contact the owner again to grant you the permissions.

#### **Permission Level Description:**

Sharing a mail folder allows you to grant access to other people. There are many permission levels which can be assigned, including:

- Contributor cannot read items but can add items to the folder.
- Reviewer can read all items but can't make any changes.
- Author can read all items, add items, and modify/delete items they have added.
- Editor can read all items, add items, and modify/delete all items.