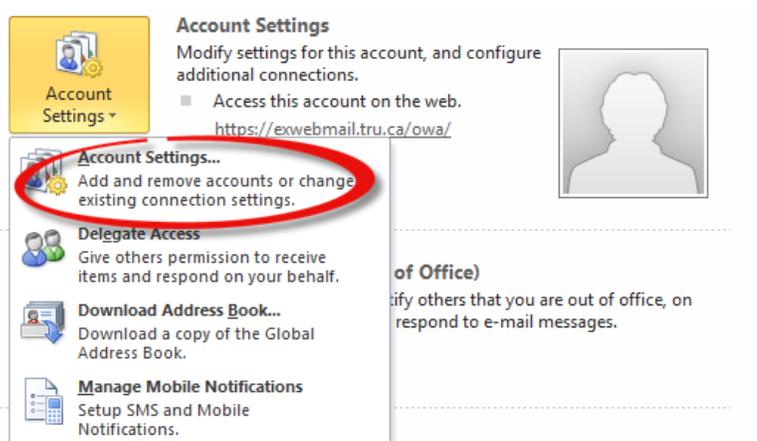


The OWNER of the account must share access with you first.

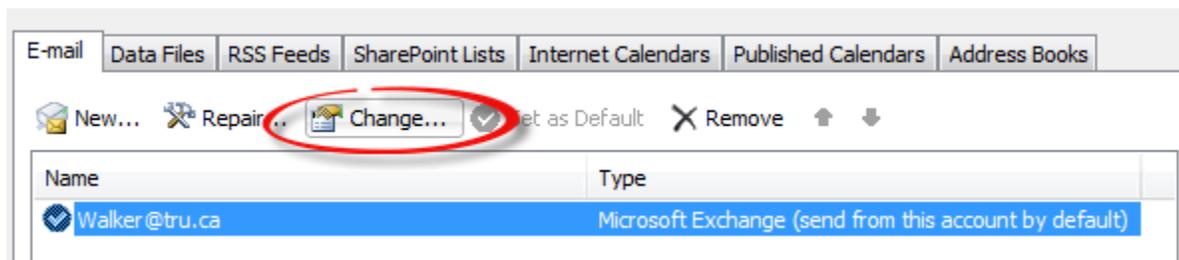
Select the **File** tab. (It defaults to Info).

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

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



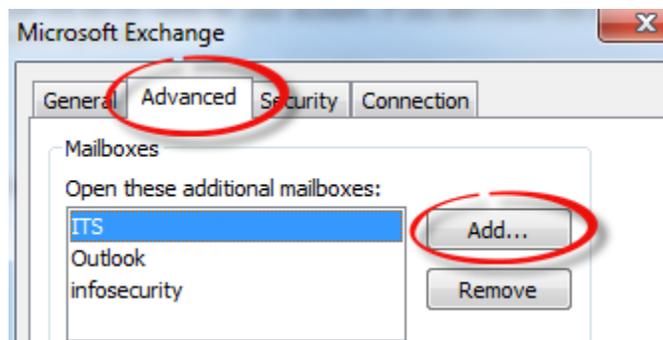
In the **E-mail** tab area, select Microsoft Exchange (make sure it's highlighted).



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

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

Select the **Advanced** tab.



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.

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.