Accessing a Shared Email Folder

If someone has shared email folders with you (either from their own mailbox or a generic/shared mailbox), please follow these instructions for accessing the folder(s).

Accessing Shared Email Folders

The easiest way to view shared folders is to have the folders displayed in the Navigation Pane.

From the File tab, select Info

Click on Account Settings.

In the list, highlight "Microsoft Exchange" and then click on Change.

E-mail Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
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				<u> </u>		
Name			Туре			
Microsoft Exchange	Microsoft Exchange Exchange (send from this account by default)					

Click More Settings.

Click the Advanced tab.

Click Add.

Type in the name of the mailbox (e.g. John Doe) which has been shared with you.

Click on **OK**.

The mailbox name will now appear in the **Open these additional mailboxes** list:

Gene	eral Advanced Security Connection	
Ma	ailboxes	
	John Doe Add	
	Remov	/e
- Co	ached Exchange Mode Settings	
	Use Cached Exchange Mode	

Click on **OK**.

Click on Next.

Click on Finish.

Click on Close.

The Shared mailbox will appear in your Navigation Pane AFTER all of your folders.