How to add Shared Folders (Delegate Access)

The "Share" must be setup by the owner(s) before you can complete this process. Please contact the owner of the "Share" to confirm this if you are having difficulties.

In Outlook:
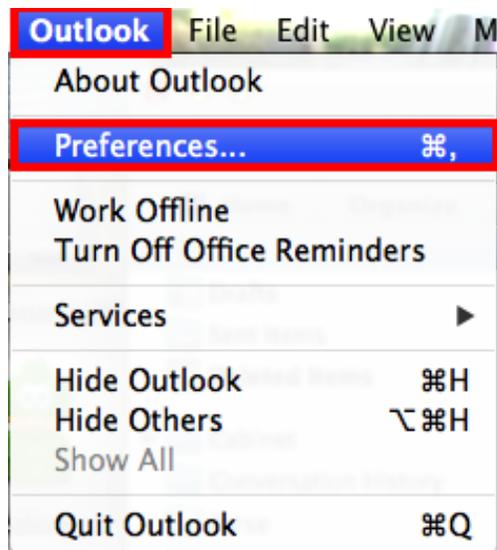
Go to: "Outlook" – "Preferences…".
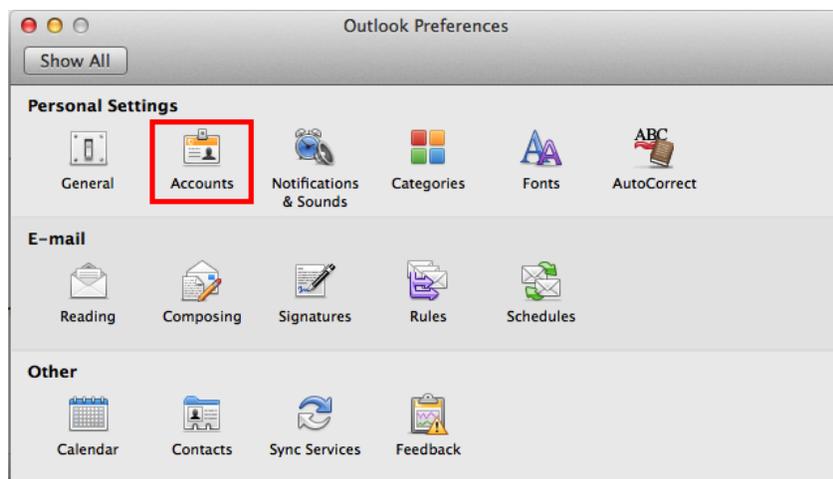
Click on "Accounts".
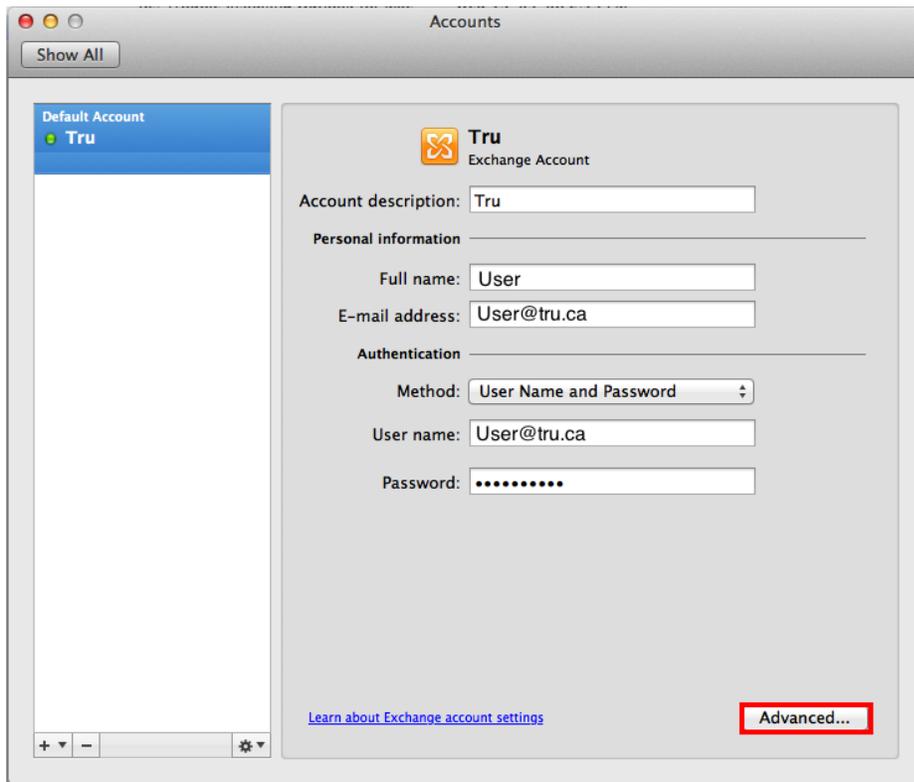
Click on "Advanced".
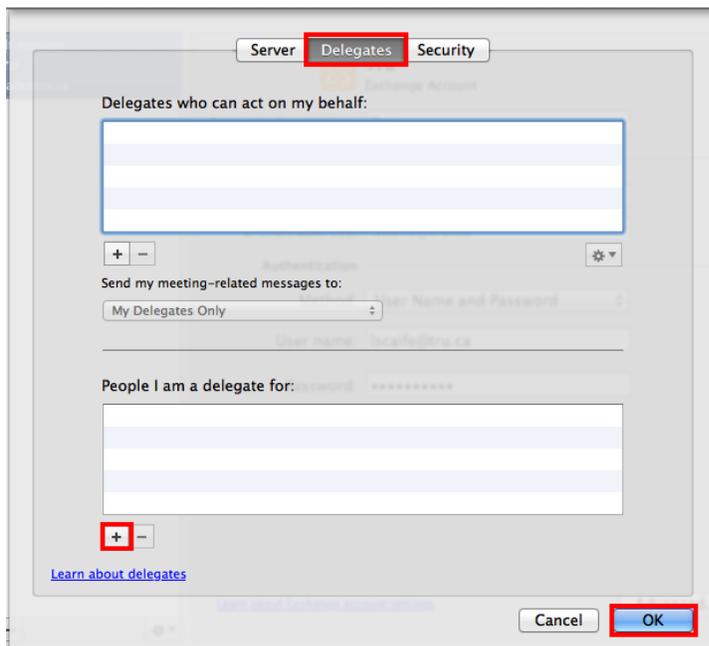
Click on the "Delegates" tab.

Click the "+" (plus) sign.
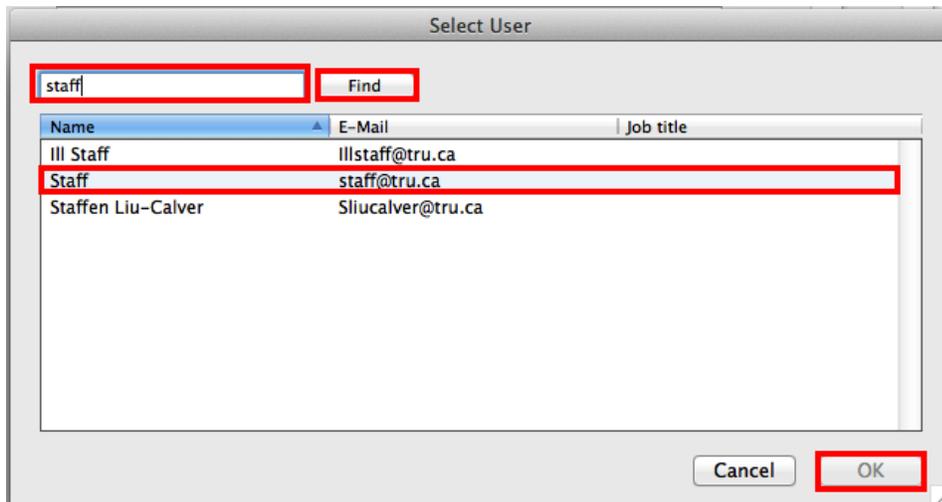
Search for the "Share".

Select the appropriate "Share" name.

Click "OK"
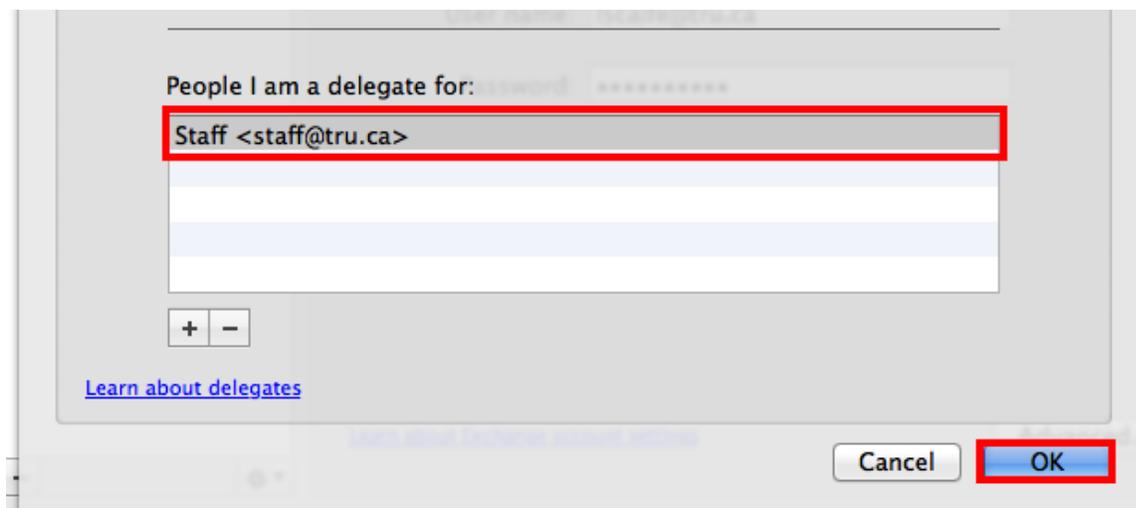
Click "OK".

Close the "Accounts" window.

The share should show up on the left hand pane in Outlook.