How to Add Shared Folders - MAC

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".

TRU Outlook

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000	Acco	punts	
Show All			
Default Account	Account description:	Tru Exchange Account Tru	
	Personal information		
	Full name:	User	
	E-mail address:	User@tru.ca	
	Authentication		
	Method:	User Name and Password \$	
	User name:	User@tru.ca	
	Password:	•••••	
	Learn about Exchange acc	count settings Advar	nced
+ • - * *			

Click on "Advanced".

+ -			×. •
Send my meeting-	related messages to:		246
My Delegates On	ly	siser Name and Pasi	
	User name:	lscaife@tru.ca	
People I am a de	elegate for:		

Click on the "Delegates" tab.

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Click the "+" (plus) sign.

	Select User	
staff	Find	
Name	E Mail	lah titla
III Staff	E-Mail	Job title
Staff	staff@tru.ca	
Staffen Liu-Calver	Sliucalver@tru.ca	
		Cancel OK

Search for the "Share".

Select the appropriate "Share" name. Click "OK"

Staff <staff@tru.ca></staff@tru.ca>		
+ -		
arn about delegates		

Click "OK".

Close the "Accounts" window.

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