

BEFORE Sharing a Mailbox or Contacts Folder through Outlook Client

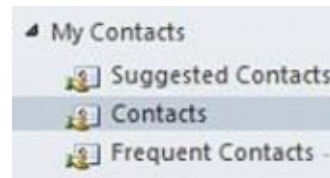
BACKGROUND

During TRU's migration from GroupWise to Outlook, some permission artifacts may come across unintentionally for some of the university community. These artifacts should be removed before you share folders.

TO REMOVE UNWANTED PERMISSIONS

Before sharing, the **Originator and Recipient(s)** must remove unwanted people from their folder Permissions:

1. In the **Navigation** pane, in Mail or Contacts mode, look for a file with a **hand icon attached** (on the left).
2. Right-click on this file folder.
3. Select **Properties** from the drop-down menu.
4. The **Properties** window opens.
5. Select the **Permission** tab.
6. Select unwanted names; then click the **Remove** button, but leave **Default (None)**.
7. Select **Apply**; then **OK**.
8. The little hand should now have disappeared from your folder.



You have now removed people that came across into the Permissions area unintentionally during the Outlook migration, and have taken away their Folder Visible rights.

Re-sharing Folders, Calendars, and Contacts

After the migration from GroupWise to Outlook, shared e-mail folders, calendars and contacts will no longer be shared between the originator of the item and the recipient. These items will have to be shared again.

Previously shared GroupWise e-mail Folders

- In Outlook, the originator of a previously shared folder will see the folder and the emails.
- In Outlook, the recipient of the previously shared folder will see the folder. The folder will contain one email with directions to "Contact originator to request they re-share this folder."
- The recipient contacts the owner, and the owner re-shares the folder.

Previously shared GroupWise Calendars

- In Outlook, the originator of a previously shared calendar will see the calendar and the contents of the calendar.
- In Outlook, the recipient of the previously shared calendar will see the calendar. There will be no content in the calendar.
- The recipient will receive an email with directions to “Contact originator to request they re-share this folder.”
- The recipient contacts the owner, and the owner re-shares the Calendar.

Previously shared GroupWise Contacts Folders

- In Outlook, the originator of a previously shared contacts folder will see the contacts folder and the contents of the contacts folder.
 - In Outlook, the recipient will receive an email with directions to “Contact originator to request they re-share this contact folder.”
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