

Sharing your mail folder(s) allows you to grant access to your folder(s) 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

Sharing Your Mailbox – You MUST do this first

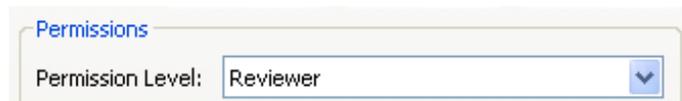
The first step you must do in order to share any email folder is to set the sharing rights at the **Mailbox** level. To do this:

- View your mail folders by clicking on either the Mail icon or Folder List icon in the Navigation Pane (left side of screen).
- Right-click on **your email@tru.ca**. For example, if your name is John Doe, it will look like this:



- From the pop-up menu, click on **Folder Permissions**.
- The Permissions window will be displayed showing who has permission and the permission level granted. By default you will see two entries – Default and Anonymous. Both have a permission level of NONE.
- Click on the **Add** button to add additional entries.
- The Add Users window is displayed. From the list of users, select the person that you want to give permissions to and then click **Add**.
- If granting access to multiple people, continue to select names and click on **Add**. Once complete, click on **OK**.

- Now change their **Permission**
Select their name and change the
Level from None to **Reviewer**.



Level.
Permission

- If you have added multiple people you will need to change the permission level for each person.
- Click on **OK**.

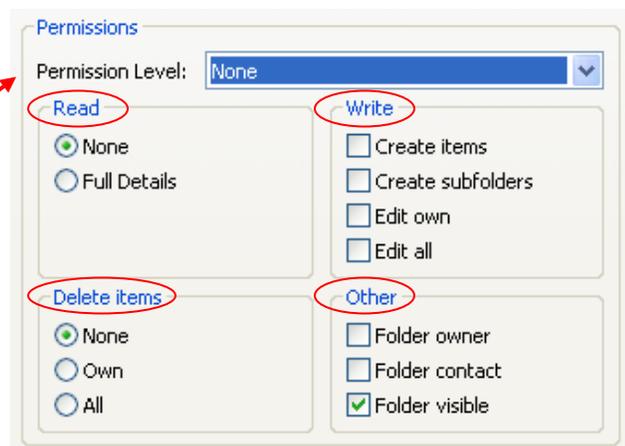
Sharing a Mail Folder

Once you have granted access to your Mailbox other users can't actually see any of your email folders. You must now grant access to individual folders. Though this may sound tedious, it does allow you full control over your folders. It allows you to grant different rights to different users.

- View your mail folders by clicking on either the Mail icon or Folder List icon in the Navigation Pane (left side of screen).
- From the list of mail folders, right-click on the folder to share and select **Properties**.
- Click on the **Permissions** tab.
- Click on the **Add** button. The Add Users window is displayed.
- From the list of users, select the person that you want to give permissions to and then click **Add**.
- If granting access to multiple people, continue to select names and click on **Add**. Once complete, click on **OK**.
- By default, the access granted (permission level) is None.

Change Permissions:

- Highlight the person's name. Their current permissions are displayed.
- Click on the down arrow to the right of **Permission Levels** and select the appropriate level.
- The default "Read", "Write", "Delete items" "Other" settings associated with the selected permission level are displayed. If you wish, can customize the settings by selecting/deselecting the radio buttons and check boxes.
- Once complete, click on **OK**.



and
you

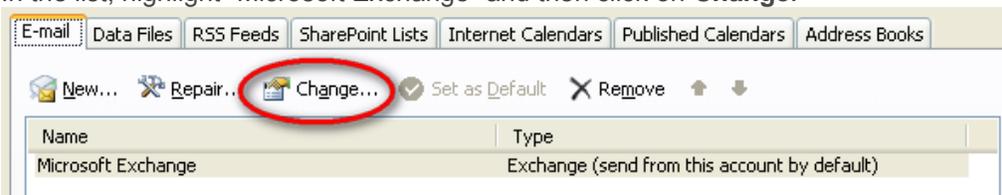
Delete Permissions:

- Select the person's name and click on the **Remove** button.
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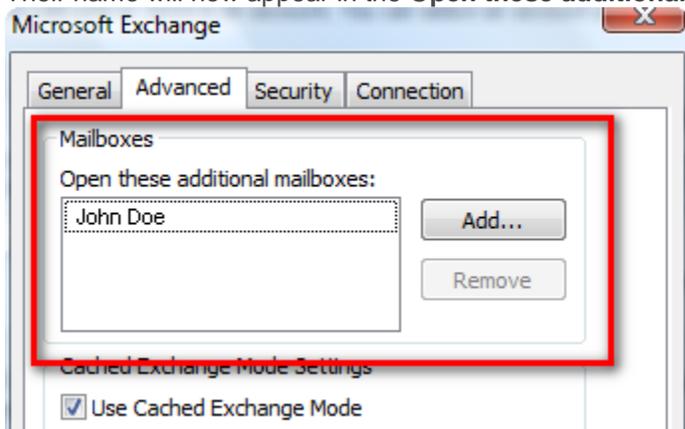
Viewing a Shared Folder

The easiest way to view shared folders is to have the folder(s) display 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**.



- Click **More Settings**.
- Click the **Advanced** tab.
- Click **Add**.
- Type in the mailbox name of the person who shared their folder with you..
- Click on **OK**.
- Their name will now appear in the **Open these additional mailboxes** list



- Click on **OK**.
 - Click on **Next**.
 - Click on **Finish**.
 - Click on **Close**.
 - The shared folder(s) will appear in your Navigation Pane **AFTER** all of your folders.
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