

Microsoft Outlook – Accessing Shared Folders



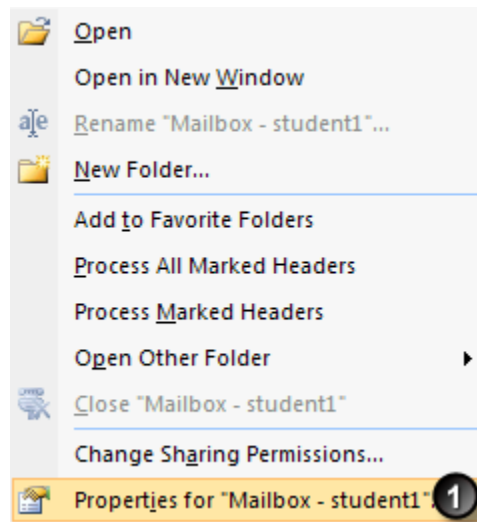
Accessing Shared Folders.

Once the folders have been shared and the access levels have been set you are able to add the shared folder to your inbox folder list.

Note: Access will be granted as long as the mailboxes are on the Microsoft Exchange.

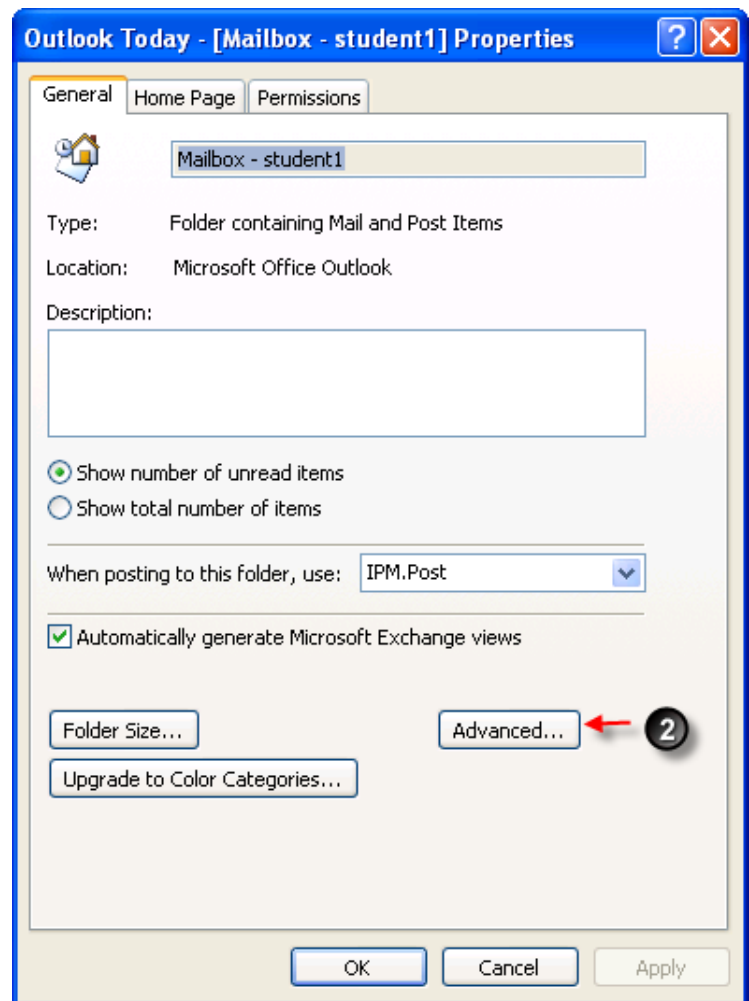
In the example below we are access 'Student2' to the folder list of 'Student1'

1. From the folder list select your mailbox.



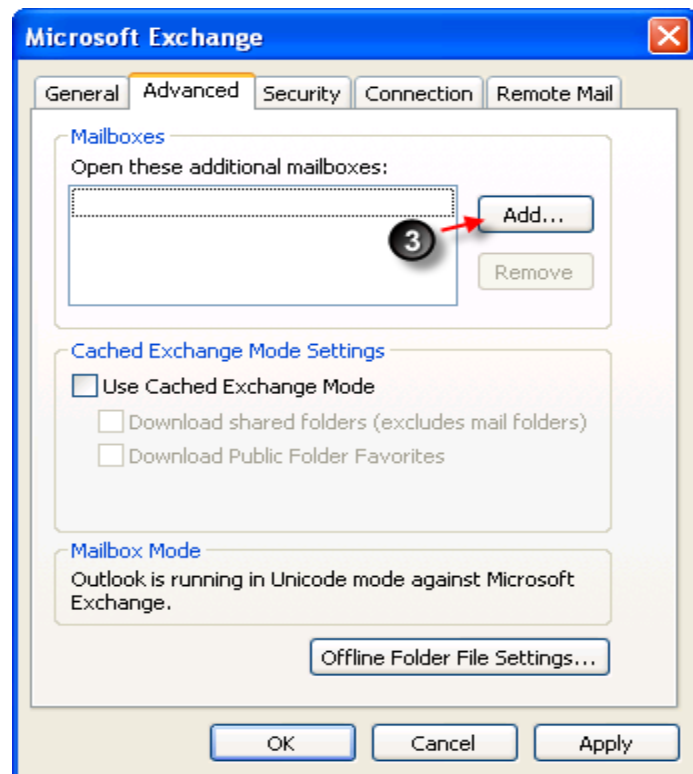
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2. **Select** the Advanced button.

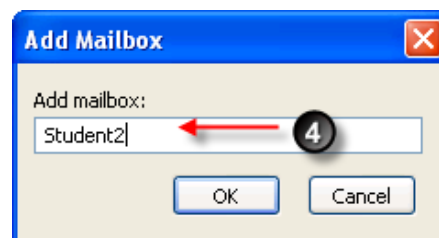


Microsoft Outlook – Accessing Shared Folders

3. **Click** on the Add button to select the address list.



4. **Type** in the individuals mailbox you wish to open.



Microsoft Outlook – Accessing Shared Folders

5. The shared mailbox names are displayed.

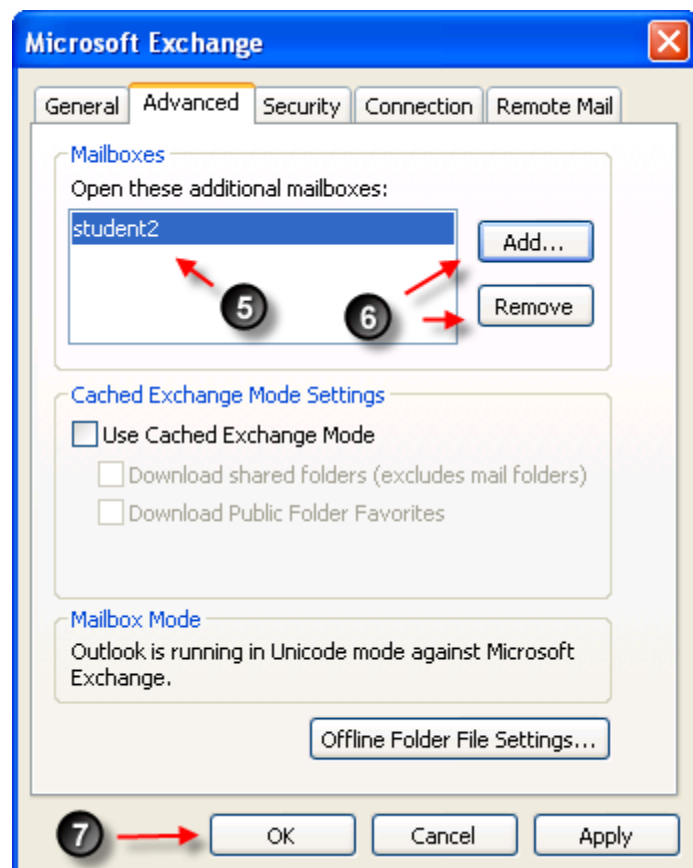
6. Choose the **Add** button to add additional mailboxes.

To remove a mailbox select the **Remove** button.

7. Click on the **OK** button to commit the changes.

Once the Ok button has been pressed, the previous dialog box is displayed.

Press the **OK** button on this to complete the share process.

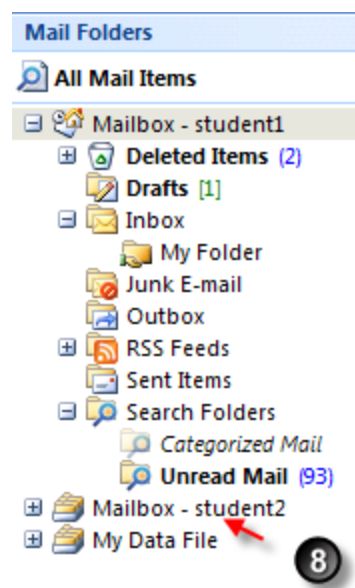


8. The shared folder is now displayed at the bottom of 'Student1' folder list.

If the permissions have been setup correctly 'Student2' mailbox should be accessible.

To remove a shared mailbox repeat the above steps. Until step 6.

At this point select the mailbox (step5) that you wish to Remove and click



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on the **Remove** button.
The shared folder is removed from the folder list.



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