Adding Folder Shares - Microsoft Outlook 2016 for the Mac

This guide walks you through adding a user’s folder that has been shared with you in Microsoft Outlook 2016 for the Mac.

Note: An email notification will not be sent to you once the user sets the folder permission for you to access. The user will have to notify you directly.

Adding a Folder Share

1. On the Menu bar, click Outlook (See Figure 1).
2. From the Outlook drop-down menu, click Preferences (See Figure 1).
3. In the Outlook Preferences window, click Accounts.

Figure 1 - Click Preferences

Figure 2 - Click Accounts
4. In the **Accounts** window, click the **KSUmail** account (See Figure 3).

5. Click **Advanced**... (See Figure 3).

6. In the **Advanced** window, click the **Delegates** tab (See Figure 4).

7. Under **People I am a delegate for**, click the **+** (Add a person who I am a delegate for) (See Figure 4).
8. In the *Choose a Person* window, type a **Name**, **NetID**, or **Email Address** (See Figure 5).

9. Click to **select a user** (See Figure 5).

10. Click **Add** (See Figure 5).

![Figure 5 - Click Add](image-url)
11. In the Advanced window, click OK.

![Figure 6 - Click OK](image)

12. In the Accounts window, click Close.

![Figure 7 - Click Close](image)
13. In the *Outlook was redirected to the server...* window, click to select the **checkbox** next to *Always use my response for this server* (See Figure 8).

14. Click **Allow** (See Figure 8).

![Figure 8 - Click Allow](image)

15. If the permissions were setup correctly, you can now see the folder share and folders.

![Figure 9 - Folder Shares](image)