

Adding Folder Shares - Microsoft Outlook 2016 for the PC

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

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 *Ribbon*, click the **File** tab.

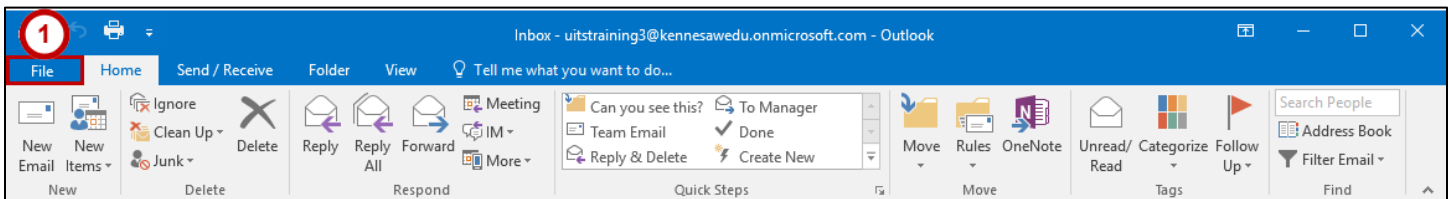


Figure 1 - Click File

2. In the *Backstage View*, click **Info** (See Figure 2).
3. Click **Account Settings** (See Figure 2).
4. From the *Account Settings* drop-down, click **Account Settings...** (See Figure 2).

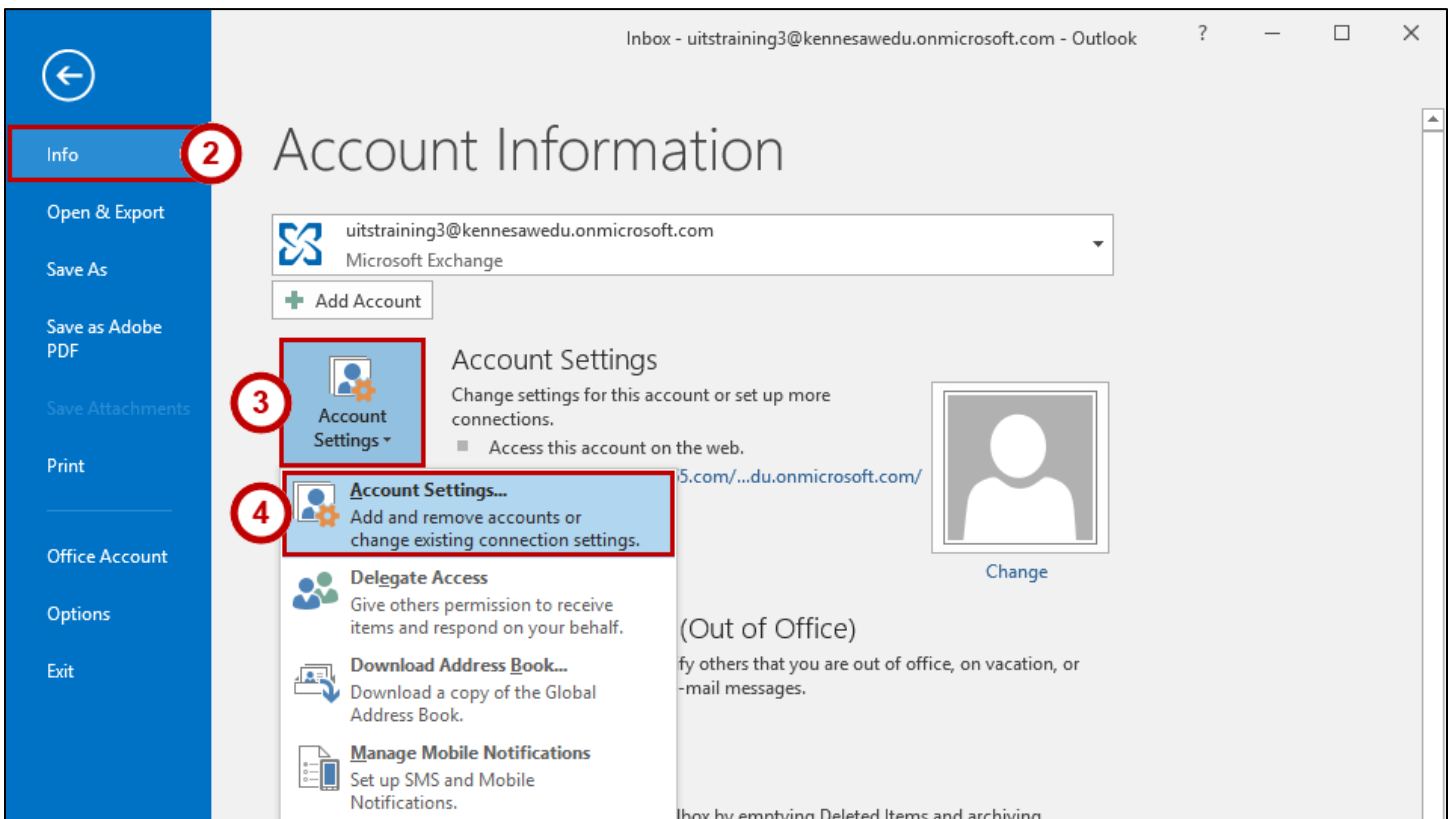


Figure 2 - Click Account Settings

5. In the *Accounts Settings* window, from the *Email* tab, click to select **your account** (See Figure 3).
6. Click **Change...** (See Figure 3).

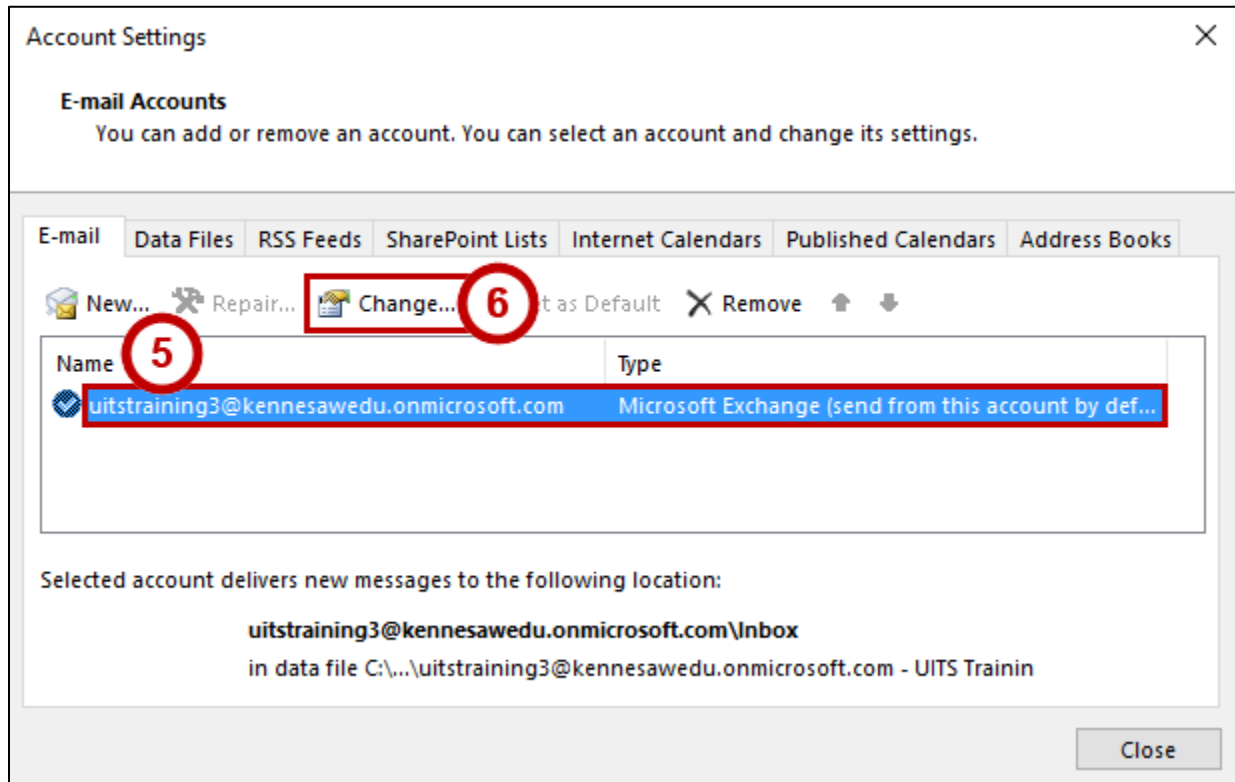


Figure 3 - Click Change

7. In the *Change Account* window, click **More Settings....**

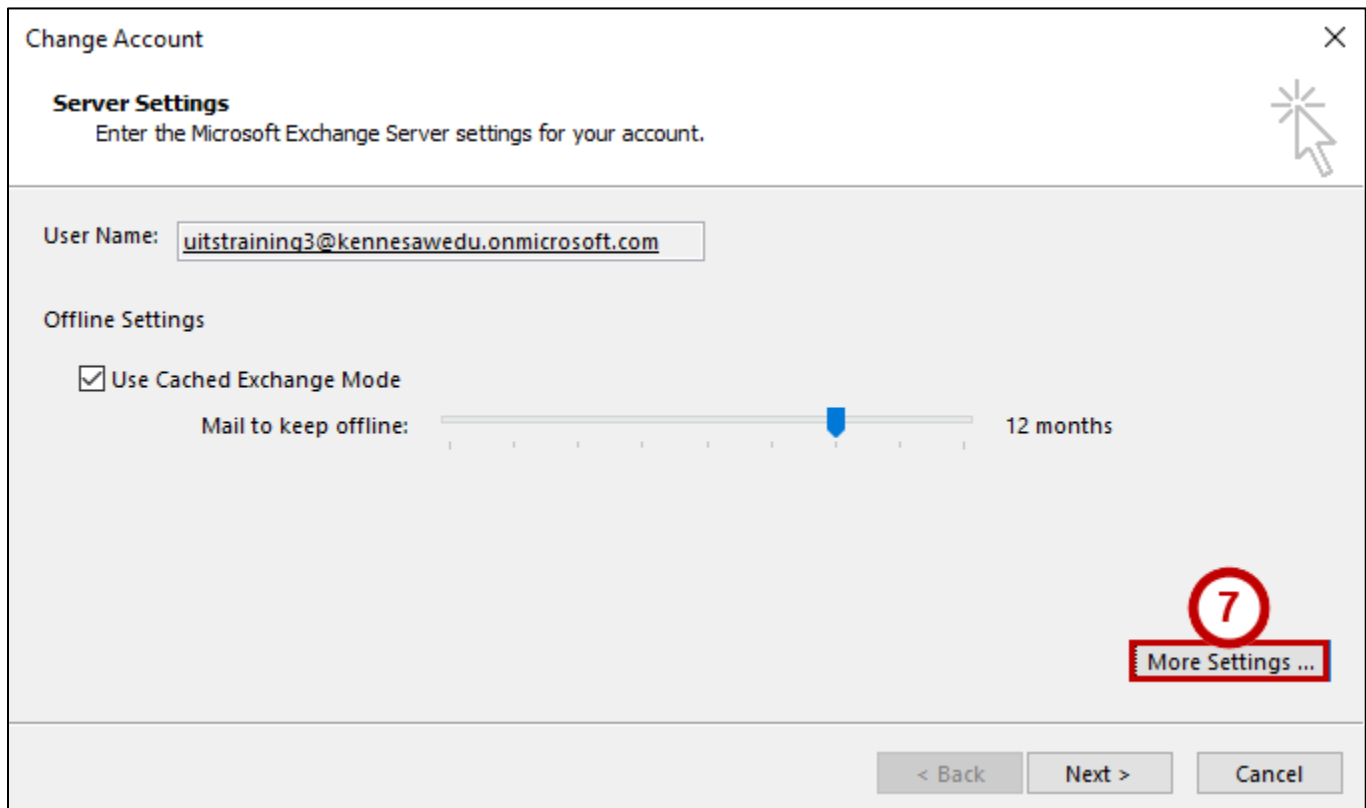


Figure 4 - Click More Settings

8. In the *Microsoft Exchange* window, click the **Advanced** tab (See Figure 5).
9. Click **Add...** (See Figure 5).

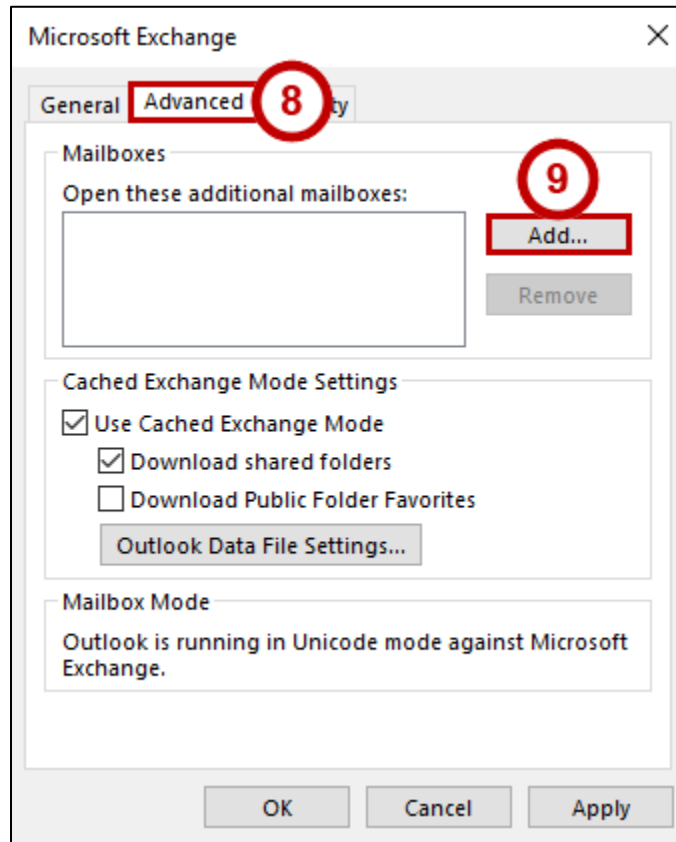


Figure 5 - Click Add

10. In the *Add Mailbox* window, type a **NetID** or **Email Address** (See Figure 6).
11. Click **OK** (See Figure 6).



Figure 6 - Click OK

12. In the *Microsoft Exchange* window, click **OK**.

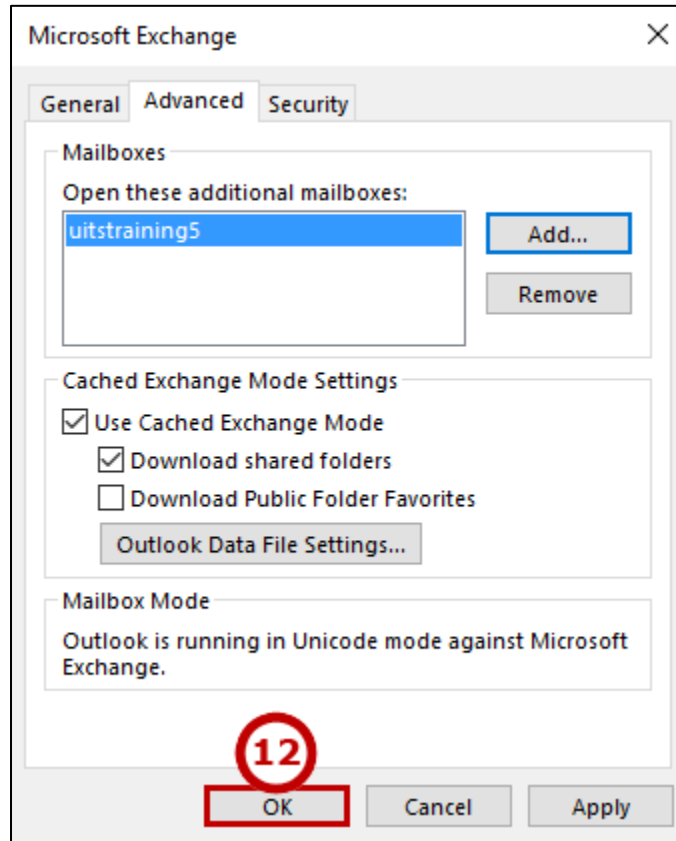


Figure 7 - Click OK

13. In the *Change Account* window, click **Next**.

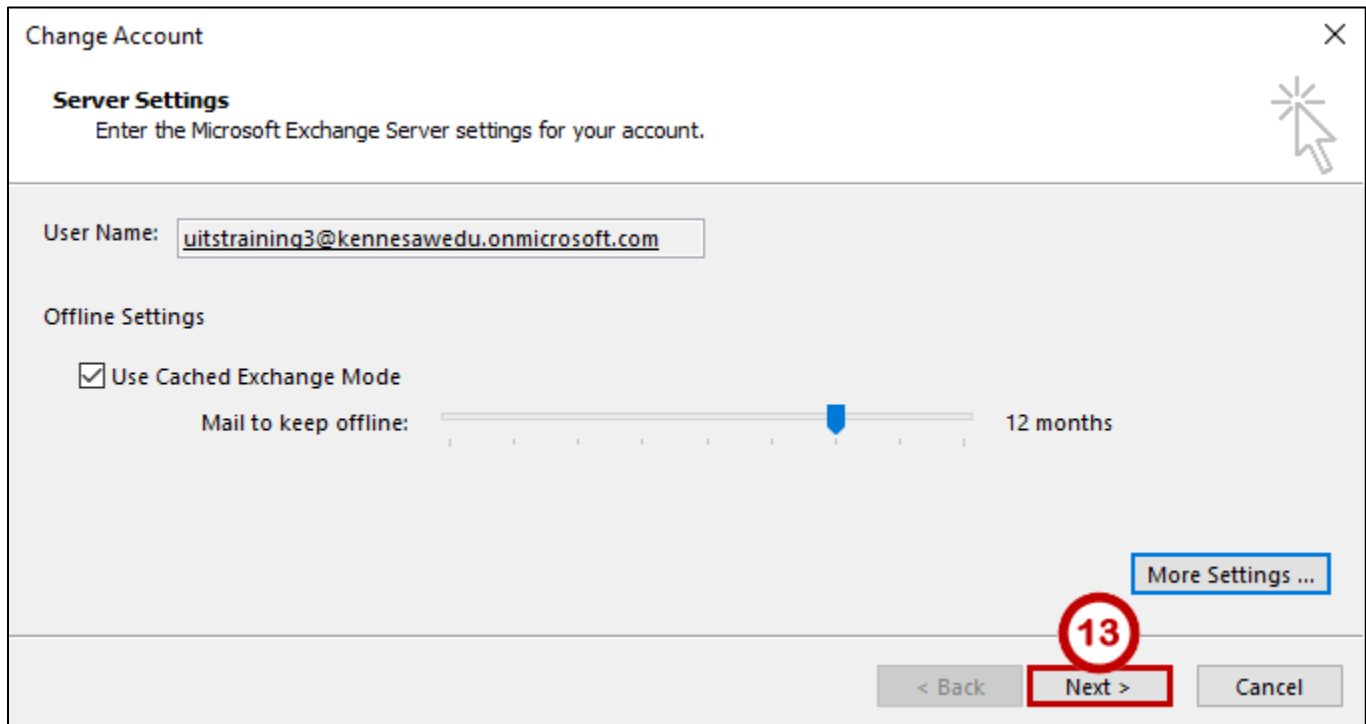


Figure 8 - Click Next

14. Click **Finish**.

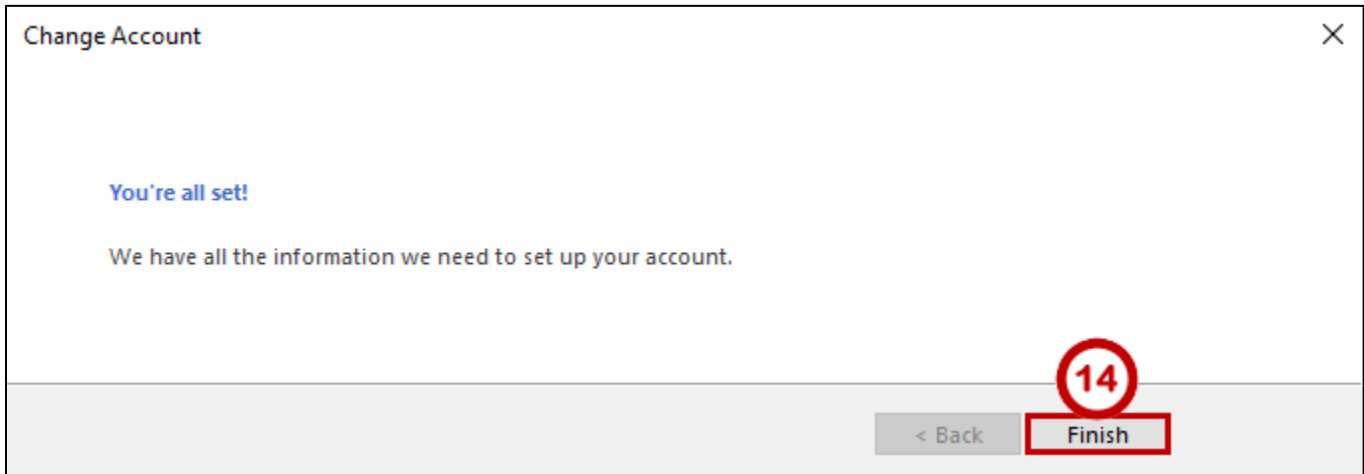


Figure 9 - Click Finish

15. In the *Account Settings* window, click **Close**.

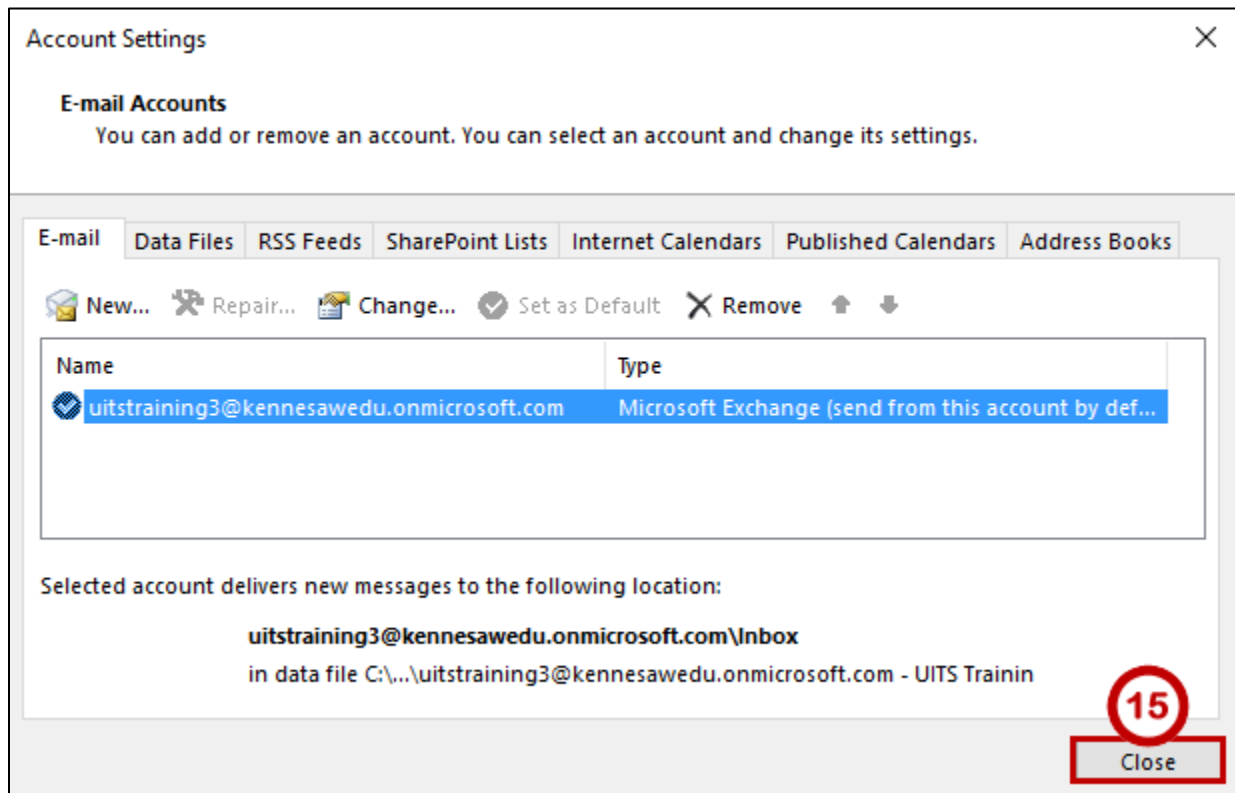


Figure 10 - Click Close

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

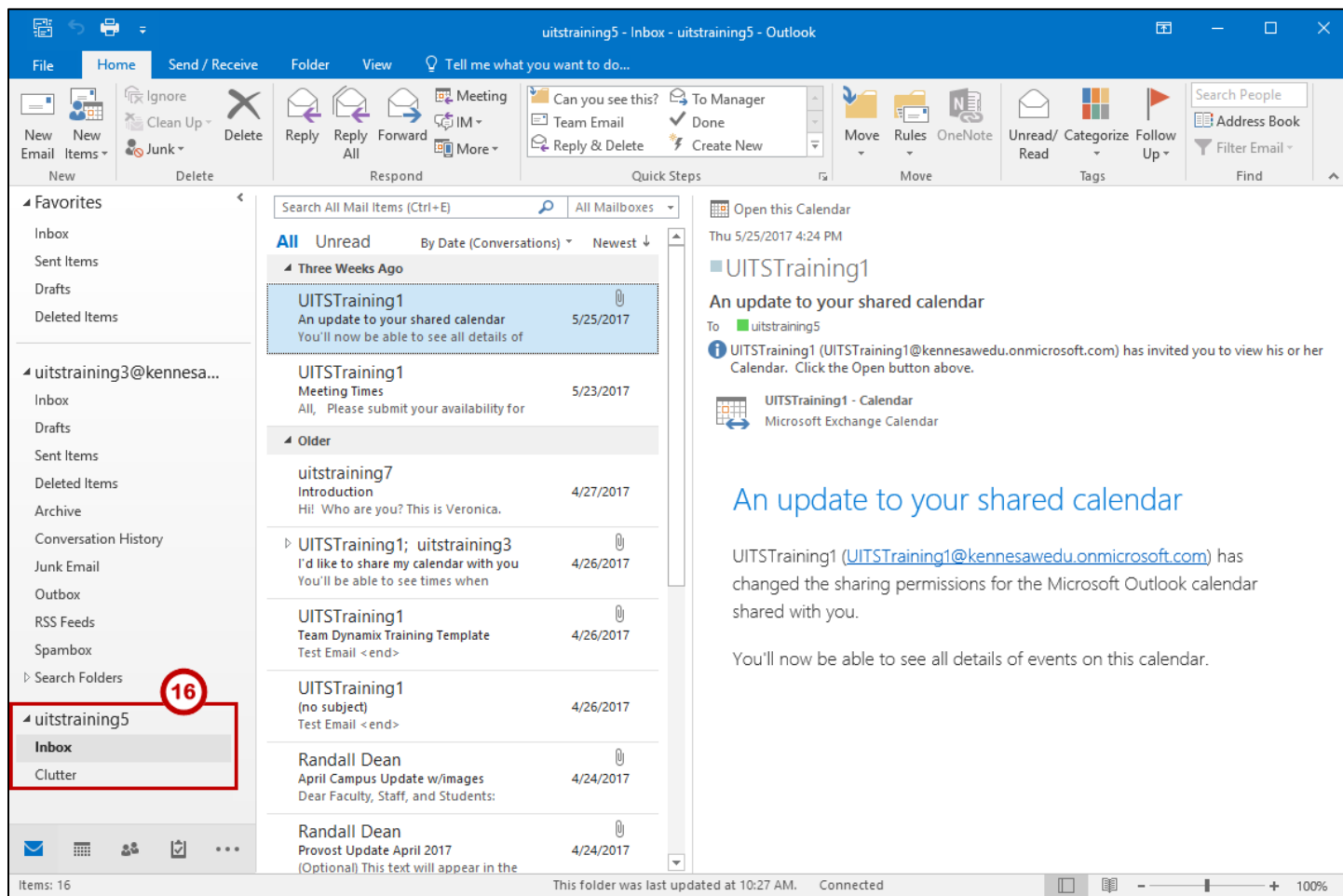


Figure 11 - Folder Shares