Adding Folder Shares - Microsoft Outlook Web App

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

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. From the Mail interface in the Folder List, right-click your name (See Figure 1).
2. From the menu, click Add shared folder… (See Figure 1).

![Figure 1 - Click Add Shared Folder](image-url)
3. In the *Add shared folder* pop-up, type a name, *NetID*, or *Email Address* (See Figure 2).

4. Click to **select a user** (See Figure 2).

![Figure 2 - Search and Select User](image)

5. Click **Add**.

![Figure 3 - Click Add](image)
6. If the permissions were setup correctly, you can now see the folder share and folders.

Figure 4 - Folder Shares