This guide walks you through adding a user’s folder that has been shared with you in the 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 *Folders* (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. A list of results will appear. Click to **select a user** (See Figure 2).

5. Click **Add**.
6. If the permissions were setup correctly, you can now see the folder share and folders.

![Folder Shares](image)

**Figure 4 - Folder Shares**