

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).

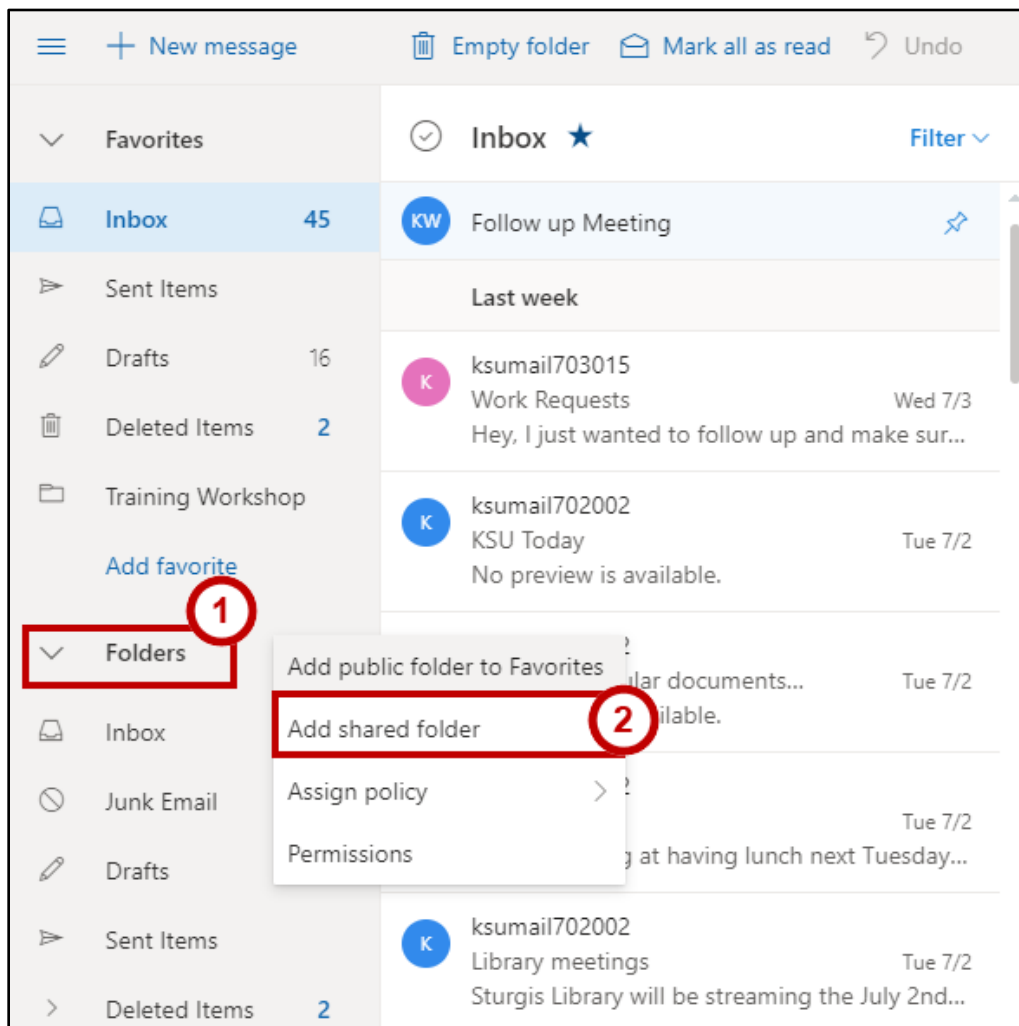


Figure 1 - Click Add Shared Folder

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).

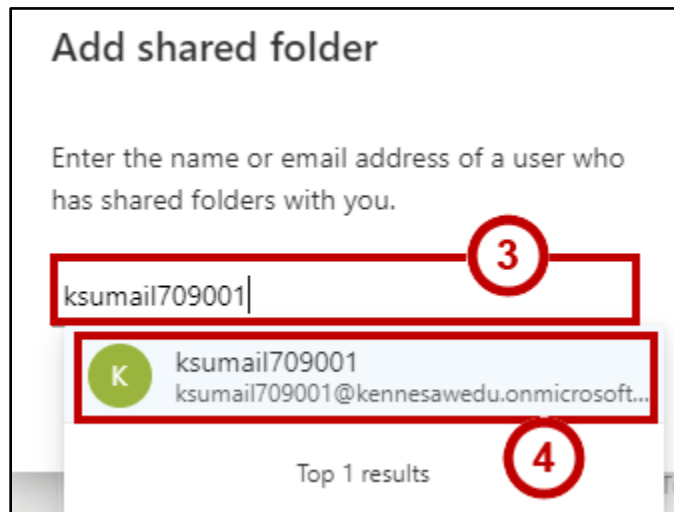


Figure 2 - Search and Select User

5. Click **Add**.

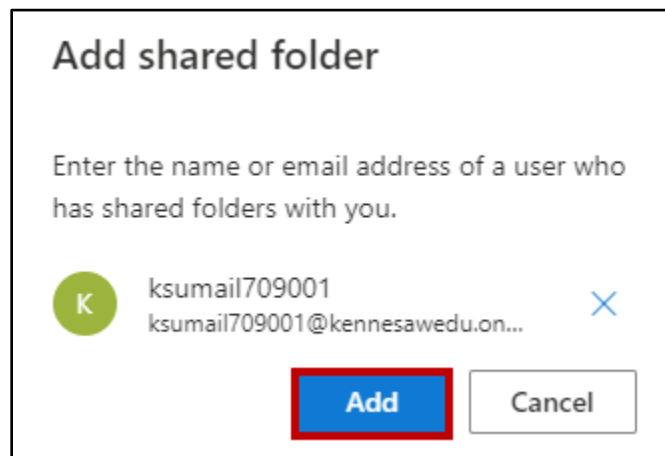


Figure 3 - Click Add

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

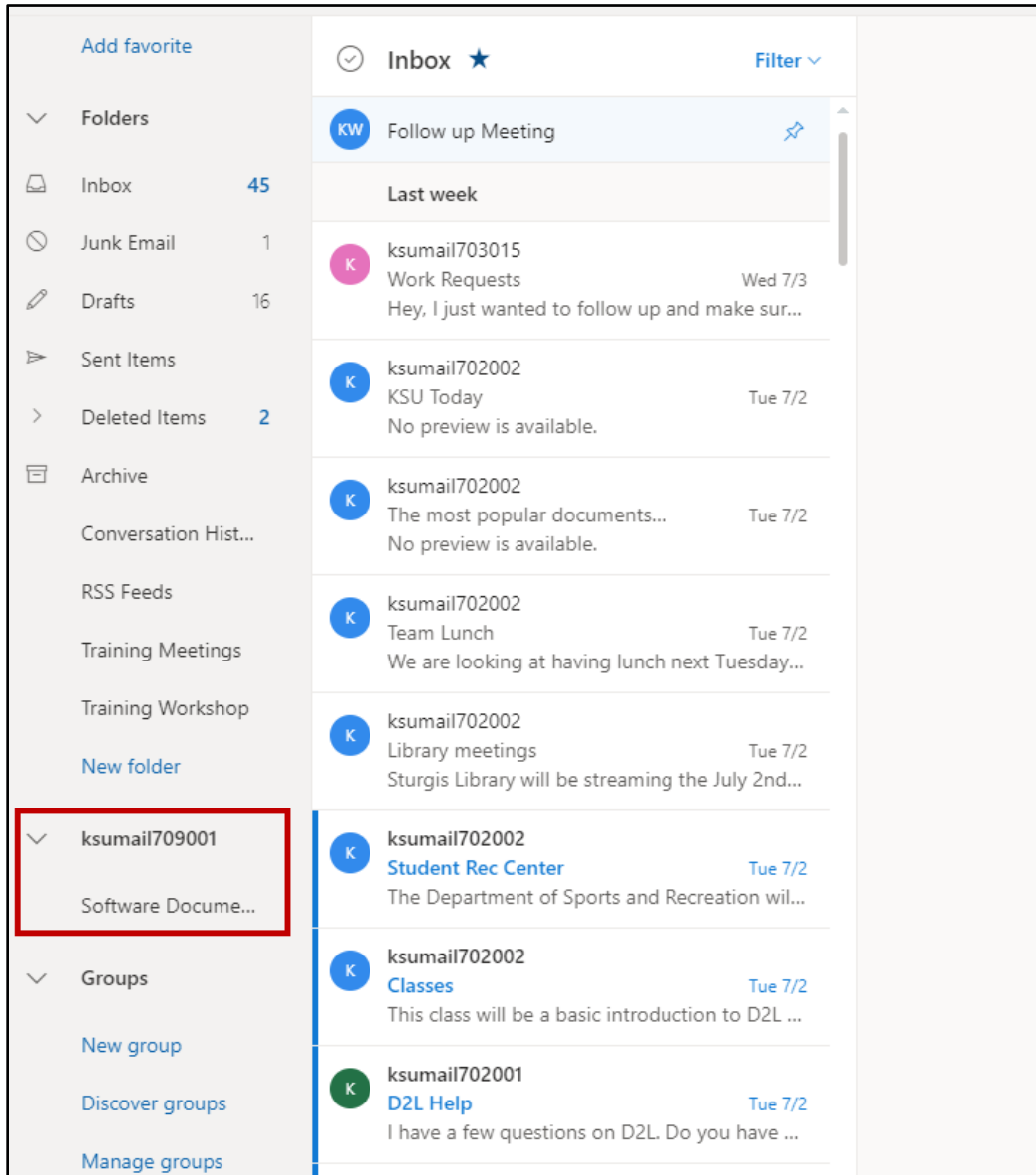


Figure 4 - Folder Shares