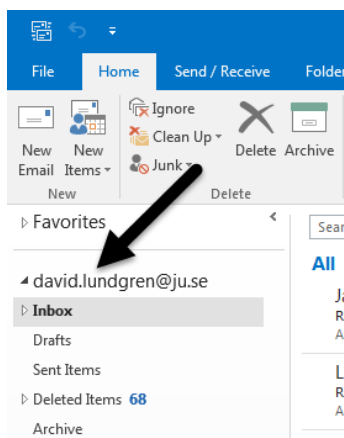




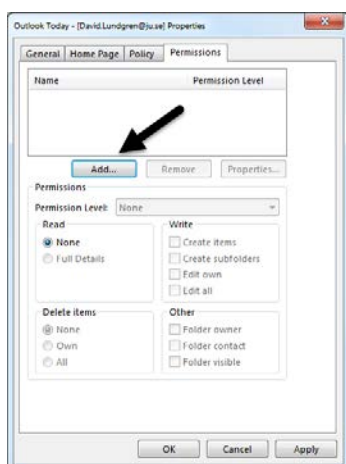
Share/receive shared folders in Outlook 2016

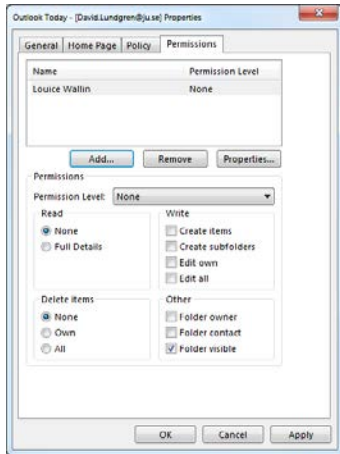
This guide refers to the Outlook-client. Please note that both the person who shares and the one receiving the shared folder has to perform a number of steps, all of them detailed in this guide.

1. Right click on your mailbox (your name)

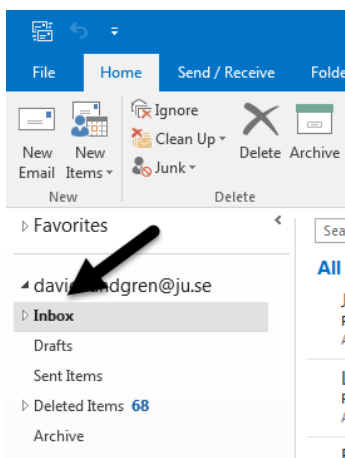


2. Look up the recipient of your mailbox and set permissions as shown below.

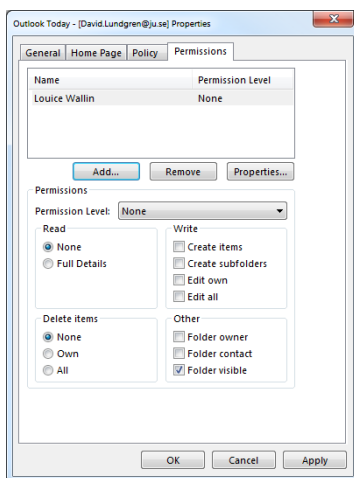




3. Right click on your inbox.

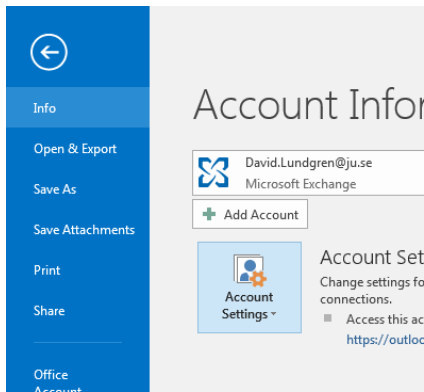


4. Look up the recipient of your mailbox and set permissions as shown below. If you want to share additional folders, just repeat the steps for each folder. The steps outlined above are the minimum steps required in order for a recipient to see the shared mailbox.

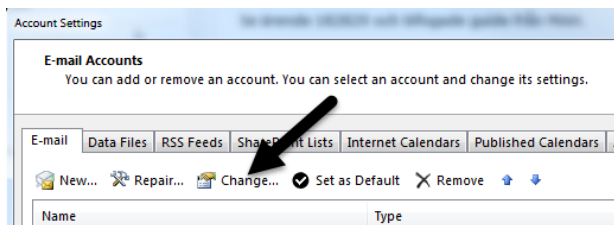


The recipient has to perform these steps to see the shared folders:

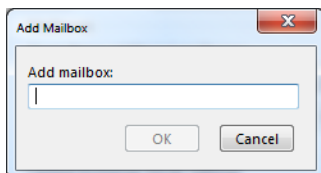
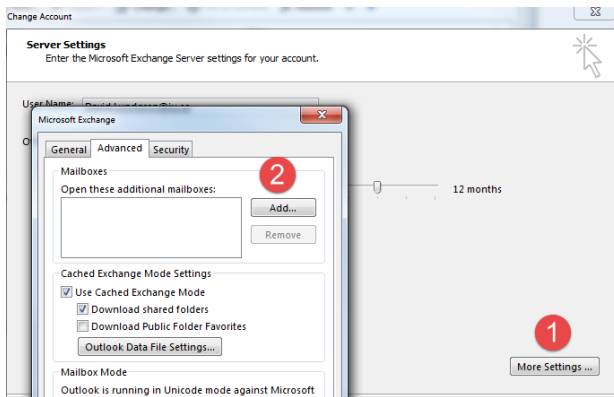
Click on File -> Info – Account Settings



1. Select the account and click "Change"



2. Click More Settings, select the Advanced tab and enter the name of the person sharing the folder(s).



All shared folders will now be displayed as an extra mailbox in Outlook.