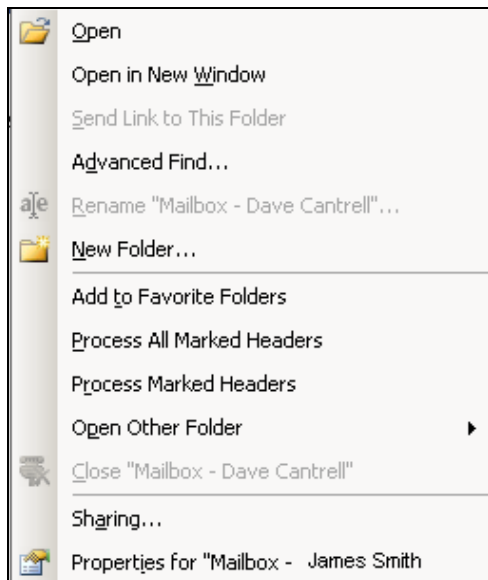
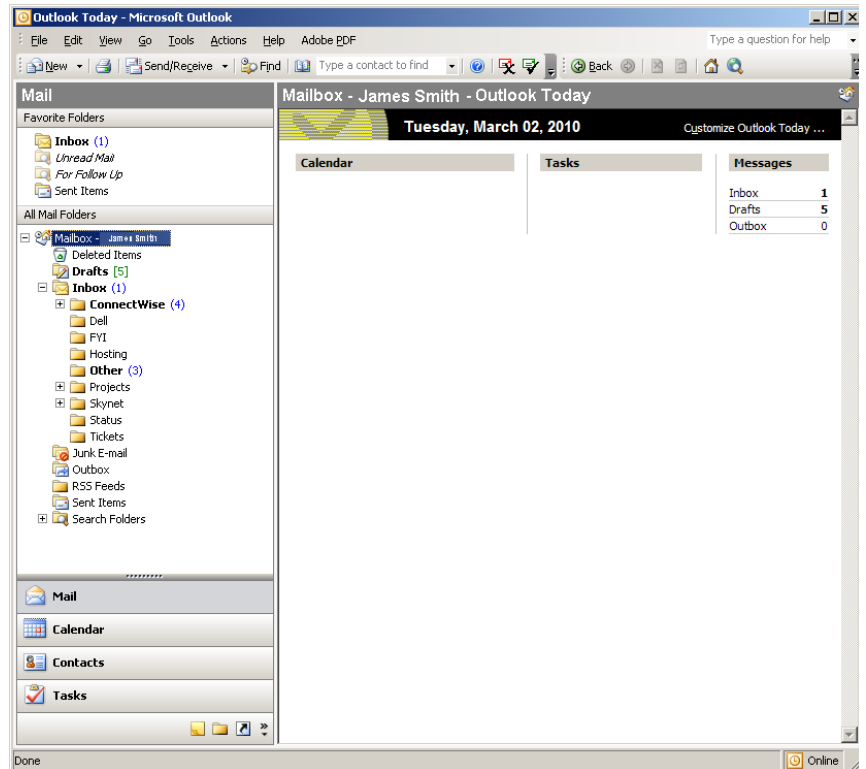




NCDTech: FAQ How to share your Exchange folders for Delegate access.

Step 1: To share an e-mail folder, in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), click Mail.



Step 2: Right-click Mailbox - your name, and then click Sharing.

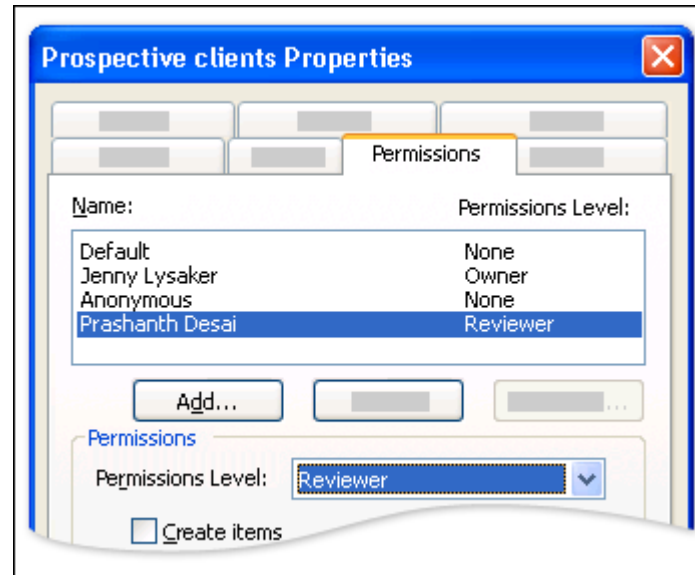
Step 3: Click Add.



Step 4: Select the other person that you want to give permissions to, and then click Add.

Step 5: Select the person's name in the list, and then for Permission Level, select Reviewer.

Step 6: Click OK.



Types of permissions:

Author: As a delegate, you can read and create items, and modify and delete items you create. For example, a delegate can create task requests and meeting requests directly in the manager's Task or Calendar folder, and then send either item on the manager's behalf.

Editor: As a delegate, you can do everything an Author can do, plus modify and delete the items the manager created.

Reviewer: As a delegate, you can read items; for example a delegate with Reviewer permission can read messages in another person's Inbox.



Note: If you want the person to be able to change items, select Editor. To share a folder that is not directly beneath Mailbox - user name, like the Inbox, Contacts, Calendar, Notes, or Journal folders, you must do the following on each folder that is higher in the folder tree.

Step 1: Right-click the folder, and then click Sharing.

Step 2: Click Add.

Step 3: Select the other user you want to give permissions to, and then under Add Users, click Add.

Step 4: Select the user's name in the list, and then for Permission Level, select None.

Example:

1: The top folder, Mailbox - Your Name, must be shared to share any folder beneath it.

2: The Inbox folder must be shared to share any of the folders beneath it, such as the Prospective clients folder. You can set the Inbox folder permissions to None to prevent others from viewing the contents.

3: The Prospective clients folder should have at least Reviewer permissions for other people to view the contents.

