
How to Open a Shared Email Folder

To access an email folder that was shared with you (ex: your boss's email folder or a co-worker's email folder), follow the instructions provided below.

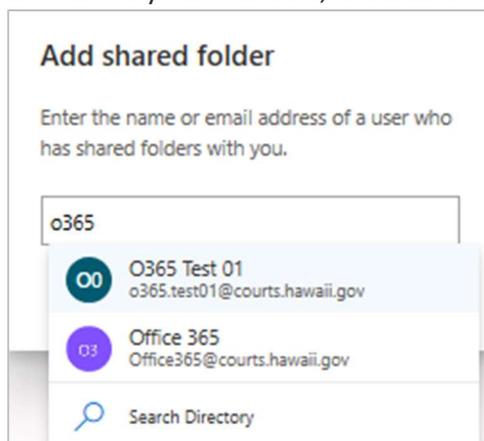
Adding a Shared Folder

When someone shares a folder with you, you must manually add it to your list of email folders. There are no automatic notifications when someone shares a folder, so it is incumbent upon the sharer to let the recipient know about it. Follow these steps to add a folder that's been shared with you.

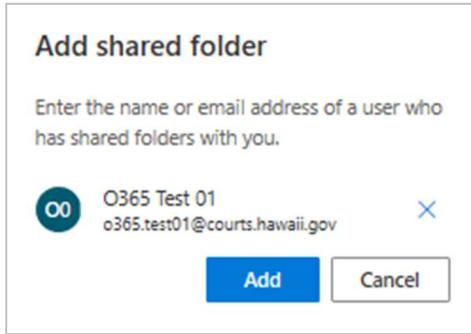
1. From the Outlook app, **right-click** your folders tab then select **Add shared folder** from the menu.



2. In the **Add shared folder** window, type the name or email address of the person who shared the folder with you and click **Search Contacts & Directory** (if you've emailed this person before or they are one of your contacts, the name should appear as you type).



3. Select them from the list (if necessary) and click **Add**.



4. Click the person's name that now appears in the list of email folders on the left side of the screen and any folders they've shared with you will display. Select a folder to display its contents.

