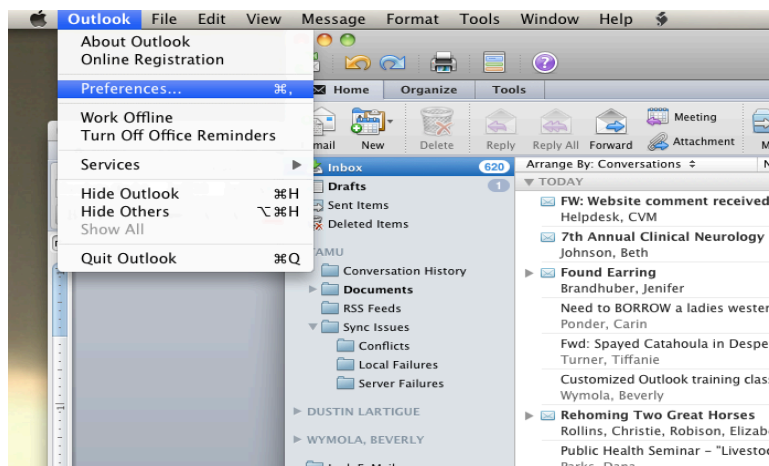


Sharing Folders in Outlook for MAC

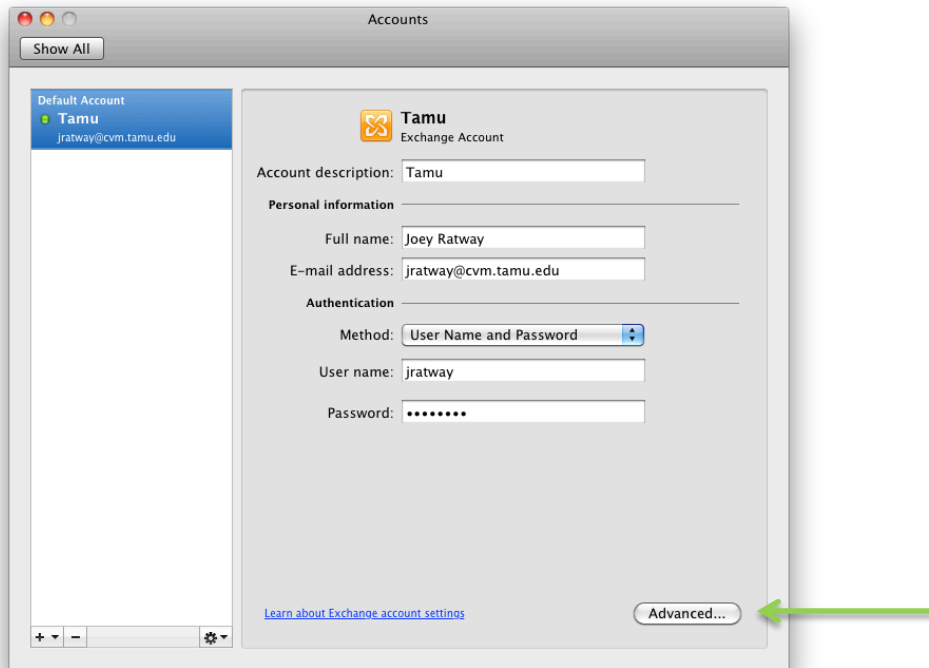
To Receive a Shared Folder:



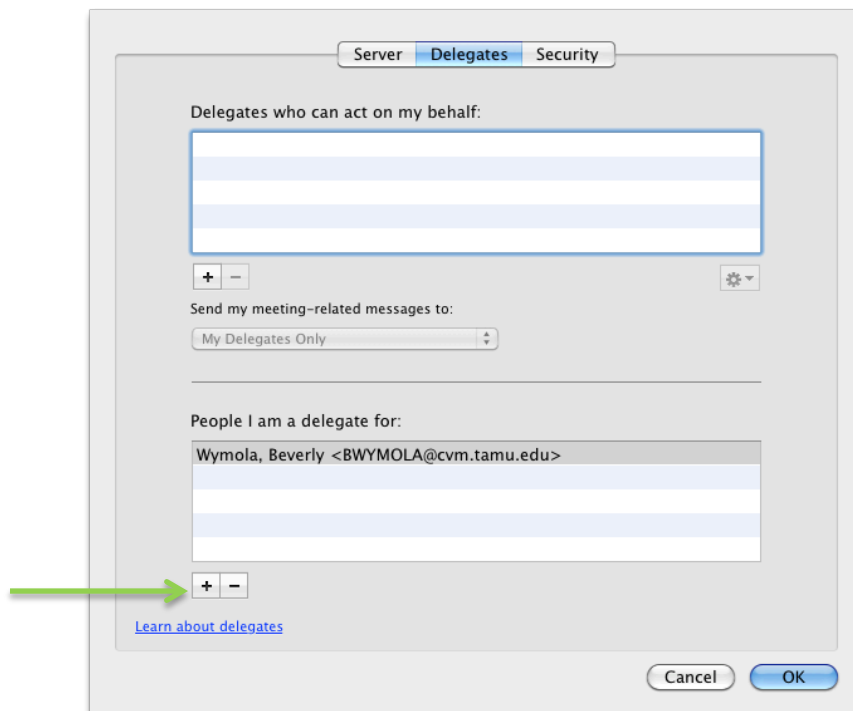
Click **Outlook**, then **Preferences...**



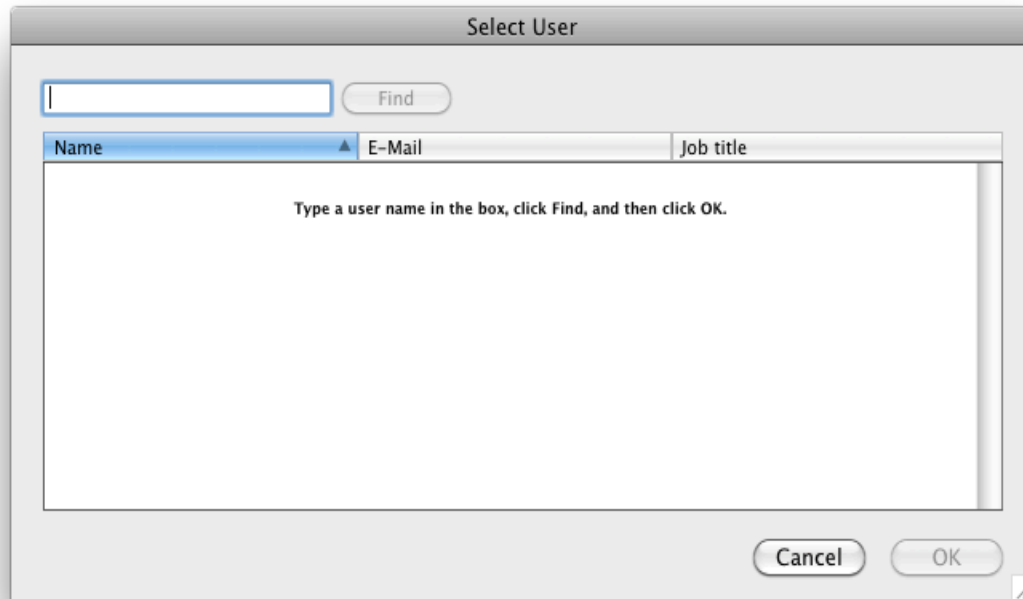
Then you need to click on **Accounts**.



Click on **Advanced...**



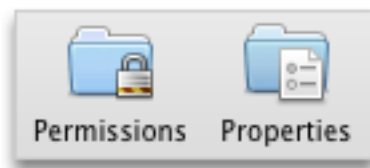
Click on the **Delegates** tab. Then, click on the plus (+) below "People I am a delegate for:"



Search for the person who shared a folder with you and click OK. You should now see the folder(s) the person shared with you.

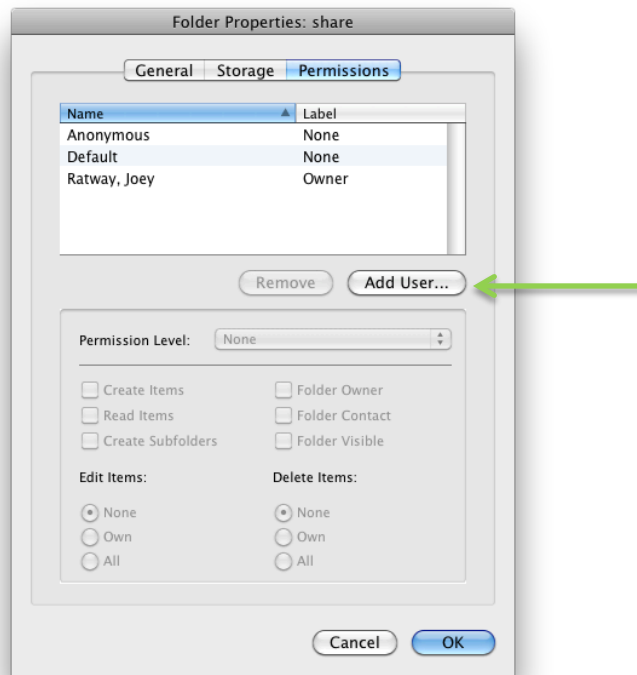
To share a folder:

1. In the navigation pane, click the folder that you want to change.



2. On the **Organize** tab, click **Permissions...**

3. Click the name of the person that you want to change the permissions for or click **Add User...**, and search for a person.



4. On the **Permission Level** pop-up menu, click the access level that you want. To customize the permission levels, select the check boxes for the items that you want, and then under **Edit Items** and **Delete Items**, click the permission level that you want.