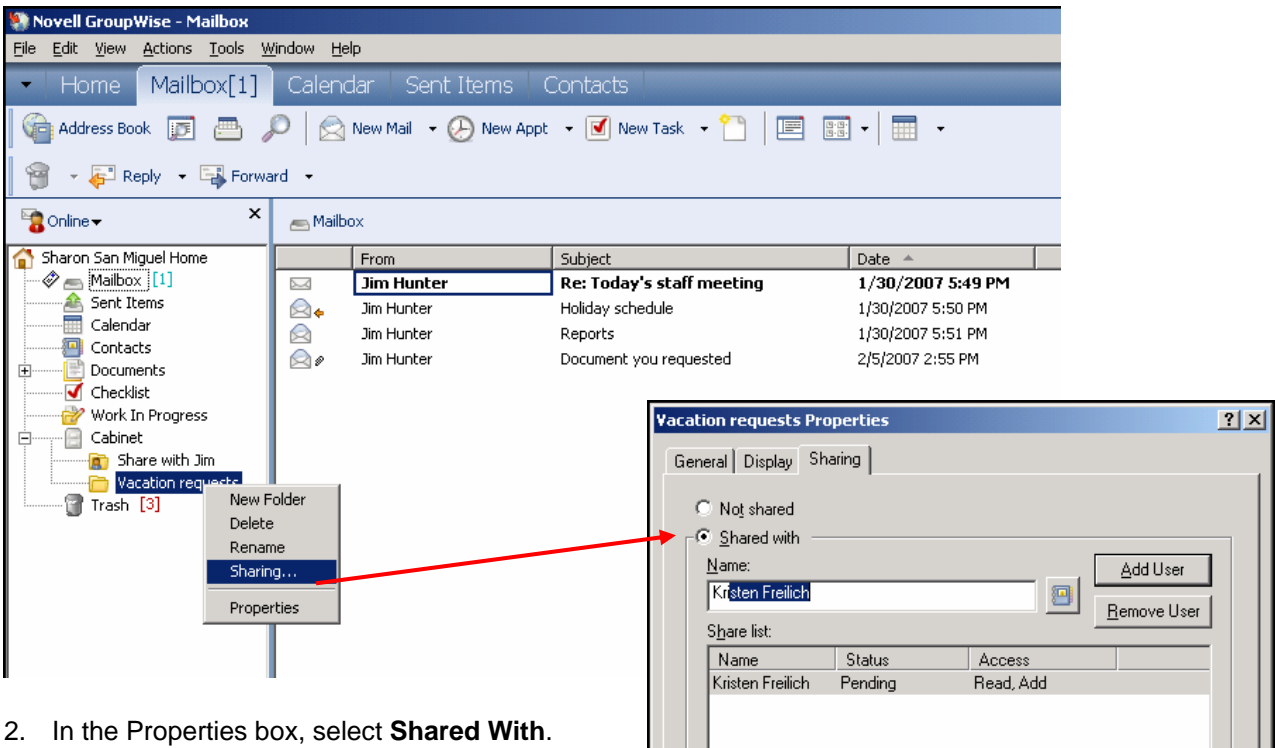





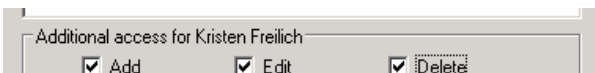
How do I share a mailbox folder with another user?

One of the benefits of using Groupwise is it allows users to share mailbox folders with one another.

1. While in Mailbox View, right-click the folder you want to share, then click **Sharing**.



2. In the Properties box, select **Shared With**.
3. In the **Name** box, start typing the name of a user, or click the Address Book button  to select the user from the Address Selector dialog box.
4. When the user's name appears in the box, click **Add User** to move the user into the Share List.
5. Click the user's name in the Share List.
6. Select the access options you want for the user as Add, Edit, or Delete.



7. Repeat Steps 3-6 for each user you want to share the folder with.
8. Click **OK**.