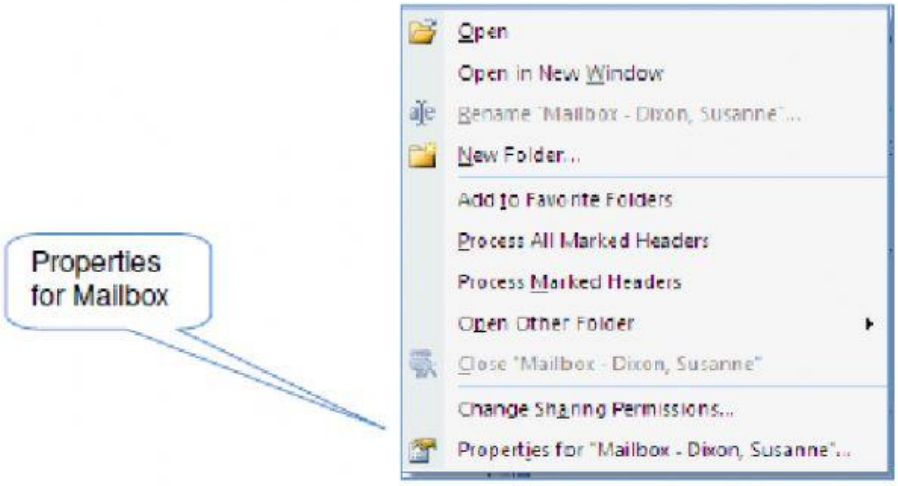
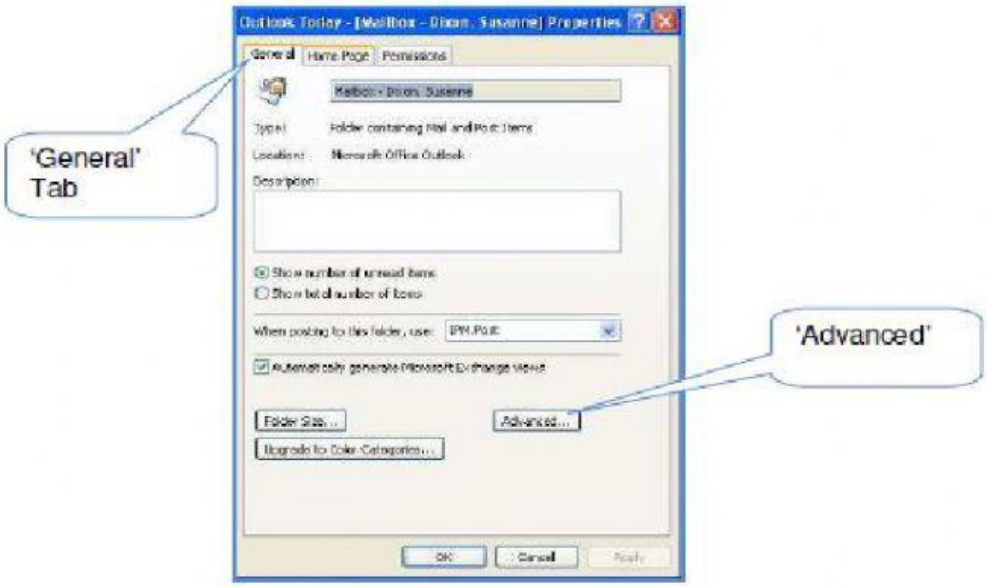
Lesson 6 Viewing folders and Tasks with Permission

This step accepts the permission that have been set up for a user.

1. Have the person you have set up permission for, go to their computer and in **MS Outlook**, right mouse click on **Mailbox**. If you have been set up by someone else, you will do these steps on your own computer to be able to view their information.
2. Select the properties for mailbox option from the shortcut menu. The **PROPERTIES** dialog box will open.



3. On the **GENERAL** tab, locate and click on the **ADVANCED** button



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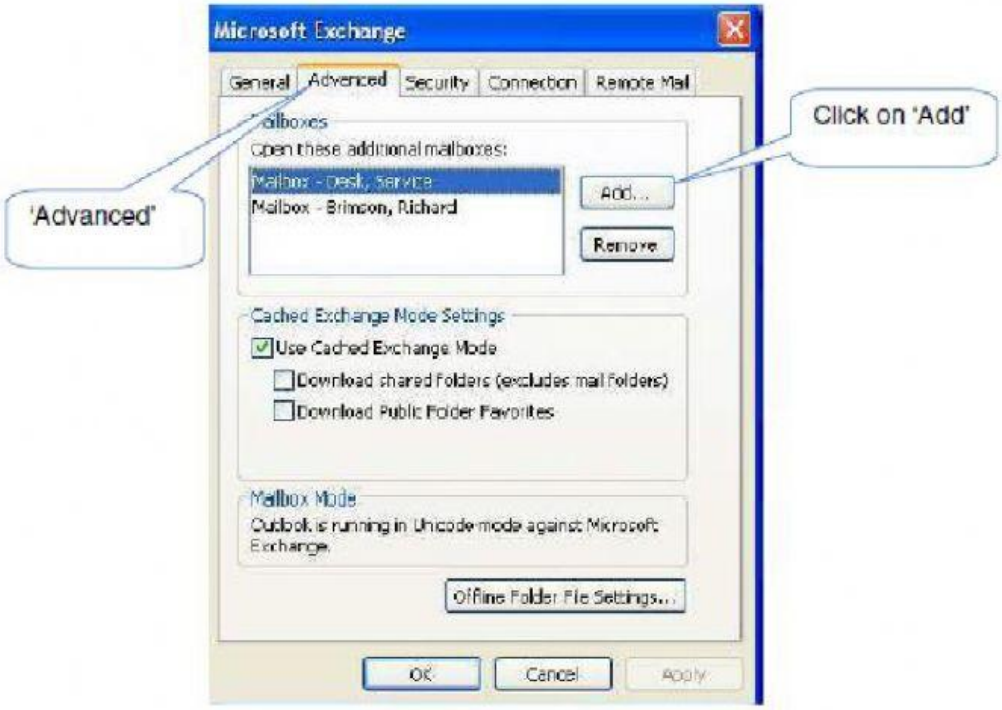
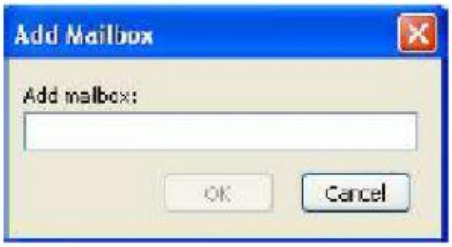
4. The **MICROSOFT EXCHANGE SERVER** dialog box will open. Locate and click on the **ADVANCED** tab, then click on the **ADD** button.



5. The **ADD MAILBOX** dialog box opens. Type in the log on **ID** of the person who's mailbox you are trying to add and click on **OK**.



6. You will be returned to the **MICROSOFT EXCHANGE SERVER** dialog box . The user's name should now appear in the **MAILBOXES** list.

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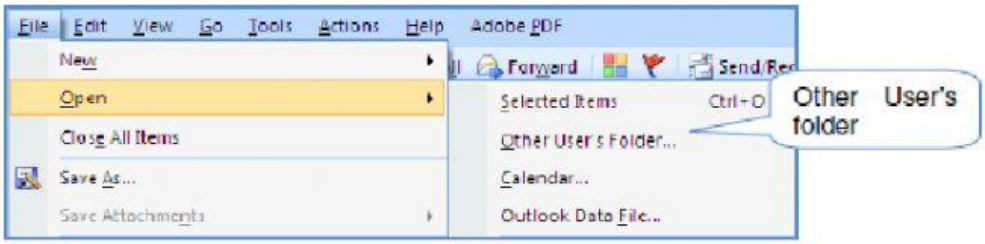
7. Click on **OK** twice to close this and the **PROPERTIES** dialog box.
8. The user should now be able to see the folders, in their folder list, that they have been given permission to access.

NOTE: You can set up other MS Outlook folders, e.g. a Calendar, in the same way.

Viewing a folder or calendar on an "as needs basis".

Should you only wish to view a folder, or calendar, once in a while, i.e. you do not wish to have it on permanent view, follow these steps:

1. Click on **File**. **Open**, Other Users Folder.



2. In the **Open Other User'** s **Folder** dialog box, type in the logon **ID** of the person.
3. In the **FOLDER** drop down list, select the folder or task you wish to open.

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4. After click on OK, the calendar, folder etc you specified should open.

NOTE: You cannot view subfolders in the way, only the main folders. And you need to have been given permission to access these folders before you can open then.

Questions

1. **Explain the steps for viewing folders that have permission granted to them through sharing?**

2. **Explain the steps for Viewing a folder or calendar on an "as needs basis".**

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