Email - Sharing Folders

You can share your folders with other users.

Sharing folders is a two-step process that involves sharing and subscribing:

1. A user shares a folder, specifying who has permissions to the folder.
2. The users who were given permissions to that folder then subscribe to it.

Setting Folder Permissions

1. Click the Folder tab in your email.
2. Select the folder you want to share with others by clicking the radio button to the left of the folder.
3. From the Folder tab menu, click the Share icon.
4. Select "Enable direct delivery of email to folder" checkbox to deliver mails directly to the users shared folder.

PERFORM A SEARCH of the person with whom you want to share the folder. NOTE: a bug has been identified. If you just enter the User ID directly (verses doing a search) the folder is not always shared. So be sure to use the SEARCH feature here.

5. Click Add.

Note

Observe the display of "anyone" in the User ID column.

"Anyone" includes all users who by default have "None" of the permissions assigned to them. You have the option of assigning them permissions from the drop-down list.

The "Anyone" entry cannot be removed from the User ID column.

6. From the Permissions drop-down list choose the appropriate permissions.

Read Only. Allows users to only view the messages in the shared folder.
Read and Write. Allows users to read and edit the messages in the shared folder and delete subfolders.
Read, Write and Manage Access. Allows users to read and edit the messages in the shared folder, create subfolders under each shared folder, delete the subfolder, and share the folders with others.

Note

The Subfolder when created inherits the permissions of the parent folder to which it belongs. Thereafter each folder is independent of the structural hierarchy. Hence, if the access permission of the Parent or Child folder is changed, it does not affect the access permissions previously assigned to the Parent or Child folder.