Subscribing to Email Folders

Use this option to subscribe to folders others have shared with you.

To subscribe to shared folders:

1. In the Folders tab, click on Subscribe icon, to search for files in the Corporate Directory to which a user has provided you access.

2. In the Subscribe to Shared Folders dialog box which appears, specify the search conditions by selecting a criteria from each of the drop-down lists on the next line, then enter a word or phrase in the blank text field and click Search to view a list of folders you have access to.

To enter the search criteria do the following:

- By default the Corporate Directory is searched for users satisfying the search criteria.<>
- From the "Full Name" drop-down list, select the element you want to search. For example: Full name, First name, Last Name, Email, User ID or Phone #. <>
- From the "contains" drop-down list, select the type of search you want to perform. For Example, select whether you want to search for something that contains, is, sounds like, begins with or ends with, the word or words entered in the blank field.<>
- In the text field, enter the keyword or keywords you want to search.<>

3. Click Search. Messenger Express lists all the User ID, user Names and Email addresses that match the search criteria.

4. Select a User ID, to subscribe to that user's shared folder and click OK.

5. A list of folders along with the names of the Owners of the folder displays. Select the folder(s) you want to subscribe to and click Subscribe.

Click Cancel to close the dialog box without subscribing to the selected shared folder(s).

6. In the Folders tab, Shared Folders displays the owner's name on one line and lists the owners shared folders subscribed to on the next line. Click on the folder name to view the files saved in each folder.

The mouse over tool tip on the folder icon for each shared folder displays the access permissions granted to you. For Example Read , Write and Manage Access