

Account Items Sharing User Guide

The webmail Sharing feature lets you give others access to items in your account.

- » You specify which items to share and the level of access. You invite a user to share, and the user can accept or decline the invitation. The Sharing page under Preferences helps you manage your shared items. This page shows the folders you shared with others and folders that are shared with you.

You can share your items with specific internal and external users or make an item public.

- » External and public users can only view content - they cannot make changes. When you share an item with internal users, you determine the type of access privileges to give the user. You can set permissions per user or group. You can edit the access rights and revoke permissions at any time.

You assign internal users or groups privileges using roles. The user or group must have a valid address in your organization's mail server.

- » **Viewer:** Can read the contents of the shared item, but cannot make changes to the content or save to their messages.
- » **Manager:** Can view and edit the content of a shared item, create new sub folders, send emails on your behalf, and edit and delete files in the shared folder.
- » **Admin:** Can view, edit, add, remove, accept, decline, and administer content.
- » **None:** Temporarily disables access to a shared item without revoking the share privileges. Users still have the shared item in their mailbox but cannot view or manage the content.

Please note: You can share any of your mail folders, calendars, address books and task lists except the Trash and Junk folders. You can invite a user to share and the user can accept or decline the invitation.

Copies of the messages the user sends on your behalf are saved in your mailbox. If the user deletes an item from your mailbox or marks it as spam, the message is moved to your Trash folder or Junk folder. If the user has access to more than one of your folders, the user can:

- » **Move the contents** from one folder to another folder in your mailbox.
- » **Copy an email message** from your folders to their mail folders. Your folder also retains a copy.
- » **Create folders within** the shared mail folder. The new folder appears in your mailbox.

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How to Share a Folder

- 1 **Right-click** on the folder that you want to share.
- 2 Click **Share Folder**
- 3 In the **Shared Properties** dialog box, select whether you want to share with internal, external, or public users:
 - **For Internal users or groups**, enter the user's email addresses. In the Role area, select the **access privileges**.
 - **For External guests**, enter the user's email addresses. External guests are sent an email with a link to the shared item. They create a display name and password the first time they go to view the shared item.
 - **For Public**, enter the URL to use.

Share Properties

Name: Family
Type: Mail Folder

Share with:

- Internal users or groups
- External guests (view only)
- Public (view only, no password required)

Email:

Role

- None None
- Viewer** View
- Manager** View, Edit, Add, Remove
- Admin** View, Edit, Add, Remove, Administer

Message

Send standard message

Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and sign in information, if necessary.

OK Cancel

- 4 In the **Role** dialog box, select the role privilege you would like to assign. (Refer to Page 1 for more in depth role meanings).

- 5 In the **Message** area, select which type of message to send to those to whom you are granting access. This message can be sent to internal users and external guests.

Please note: If you selected Public, you must notify the public of the URL.

- 6 Click **OK**. If the user accepts the invitation to share the folder. A copy of the folder is put in the user's account.

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How to Change User Access to a Shared Folder

You can change the Sharing privileges that you have assigned to a user or group:

- 1 **Right-click** on the shared folder to change and select **Edit Properties**. The **Folder Properties** dialog box displays the names of the individuals that share the folder.
- 2 Under **Sharing for this folder**, click **Edit** next to the name to change.
- 3 In the **Share Properties** dialog box, change the privileges. You can temporarily disable access to a shared folder without revoking the share privileges by selecting **None**.
- 4 Choose whether you want to inform the user via email.
- 5 Click **OK**

How to Remove User Access to a Shared Folder

- 1 **Right-click** the shared folder and select **Edit Properties**. The **Folder Properties** dialog box displays the names of the individuals that share the folder.
- 2 Click **Revoke** next to the user name that is being removed.
- 3 In the **Revoke Share** dialog box, select whether to send a standard message or to add a note to your message.
- 4 Click **Yes**. The user can no longer access your folder.

How to Accept an Invitation to Share Items

If you receive an email notice that you have been granted access to share another person's mail folder, you can accept or decline the share. If you accept, the shared folder displays in the specified application's list in the overview pane.

This information is not actually saved in your mailbox:

- 1 To accept the invitation, click **Accept Share**.
- 2 In the **Accept Share** dialog box, you can change the folder name and select a color to highlight the folder.
- 3 Choose whether to send a confirmation to the person who sent the invitation.
- 4 Click **Yes**. The folder is added to your overview pane, and the message is moved to your Trash folder.

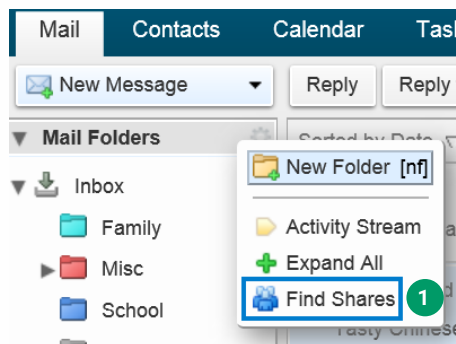
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How to Find Items Shared With You

Sometimes you might not get an email notification that an item is shared with you or your organization might have shared items with the public that you would like to find.

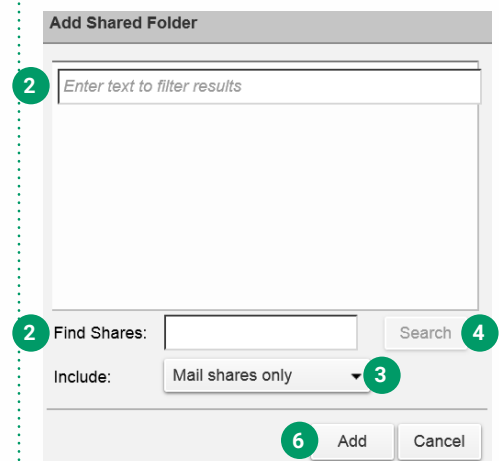
The **Find Shares** link helps you find items that can be shared with you. This link can also be found at the bottom of the **Folders** section in the overview pane:

- 1 Right-click on **Mail Folders**.
Click **Find Shares**



- 2 In the **Add Shared Folder** dialog box, select the item shared with you that you have not accepted or in the **Finds Shares** text box, enter an email address to see if an item was shared with you from that address.
- 3 In the **Include** drop-down menu, select which application to search. Select **All Applications** to search all applications for items shared with you.

- 4 Click **Search**
- 5 Select the items you want to accept.
- 6 Click **Add**



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How to Manage Your Shared Items

The **Preferences > Sharing** page shows items that are shared with you, items that are shared by you, and items that have been shared with you, but you have not yet accepted.

This page is organized into the following sections:

» **Folders that have been shared with me but not yet accepted.**

Within this section, you toggle between two views:

- **Show folders shared with me through a distribution list (DL).** This option is selected by default. If folders are shared with you through a DL, the fields are populated with the shared item information.

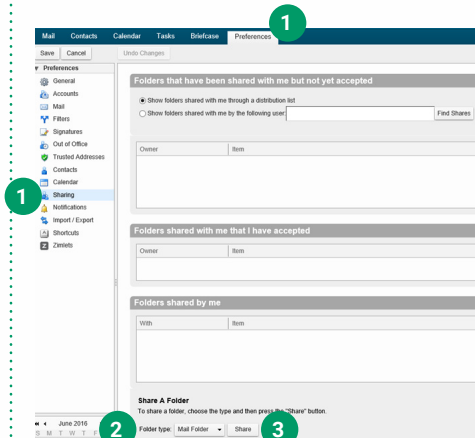
- **Show folders shared with me by the following user.** When you select this option, enter a name of a user that has shared an item with you. The information is displayed in one of the fields depending on whether you have accepted a share invitation or not. You can view information from one user at a time. The details are not saved.

» **Folders shared with me that I have accepted.** In this section, the folders that are shared with you are listed:

- **Folders shared by me.** In this section your shared folders are listed with details about how the share was set up, including the role you assigned the user and the item shared. You can edit the share properties, revoke permissions to your share, and resend the invitation.
- **Share a Folder.** You can share your email, address book, calendar, tasks, and briefcase folders from here as well.

Steps on “How to Manage Your Shared Items”

- 1 Go to the **Preferences > Sharing** page



- 2 In the **Share a Folder** section, select the type of folder to share from the drop-down menu.
- 3 Click **Share**

- 4 Select the folder to share and click **OK**.
- 5 In the **Shared Properties** dialog box, select whether you want to share with internal, external, or public users.
- 6 Depending on with whom you share your items with, please do the following:

- For **internal users or groups**, enter the user’s email addresses. In the **Role** area, select the **access privileges**.
- For **External guests**, enter user’s email addresses. External guests are sent an email message with a link to the shared item. They create a display name and password the first time they view the shared item.
- For the **Public**, enter the URL to use. In the **Message** area, select which type of message to send to those who you are granting access. This message can be sent to internal users and external guests.

Please note: If you select Public, you must notify the public of the URL.

- 7 Click **OK**