



Title: A Guide to Sharing and Accessing Shared Outlook Features

Task:

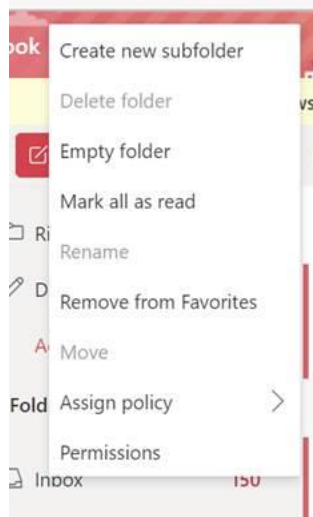
This guide will show how to share and open a shared Inbox.

Instructions:

Share an Inbox

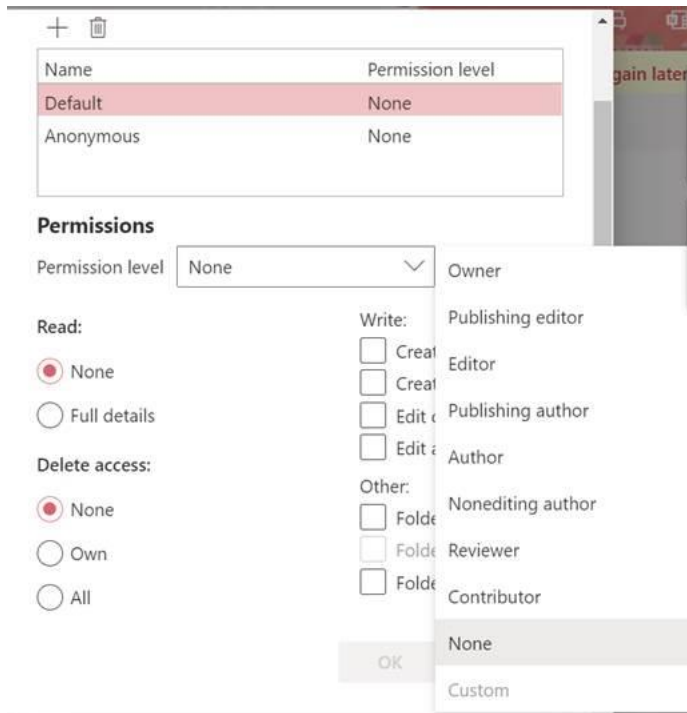
Sign in to Office 365 and go to Outlook.

2. Right-click Folders (Inbox listed under Favorites will not work).

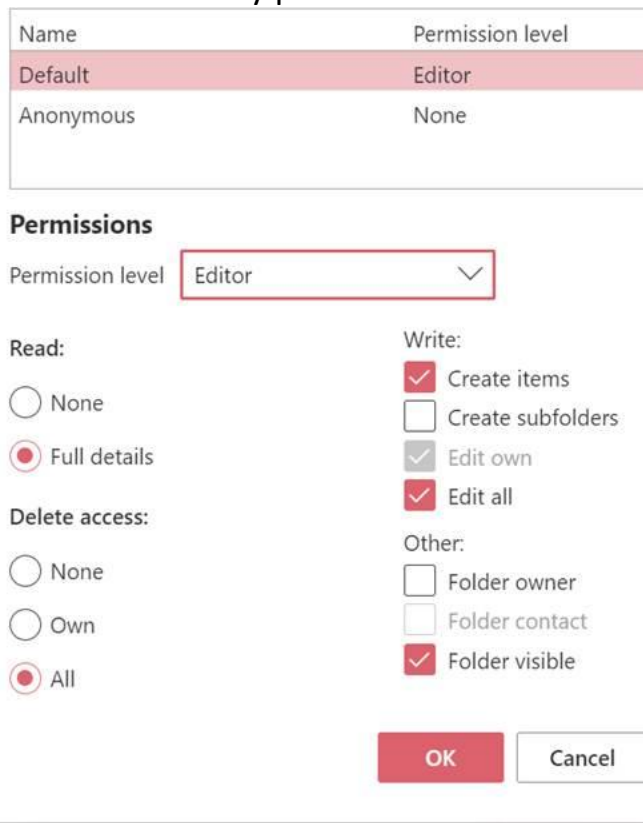


3. Click Permissions

4. Select the appropriate level of permissions from the list



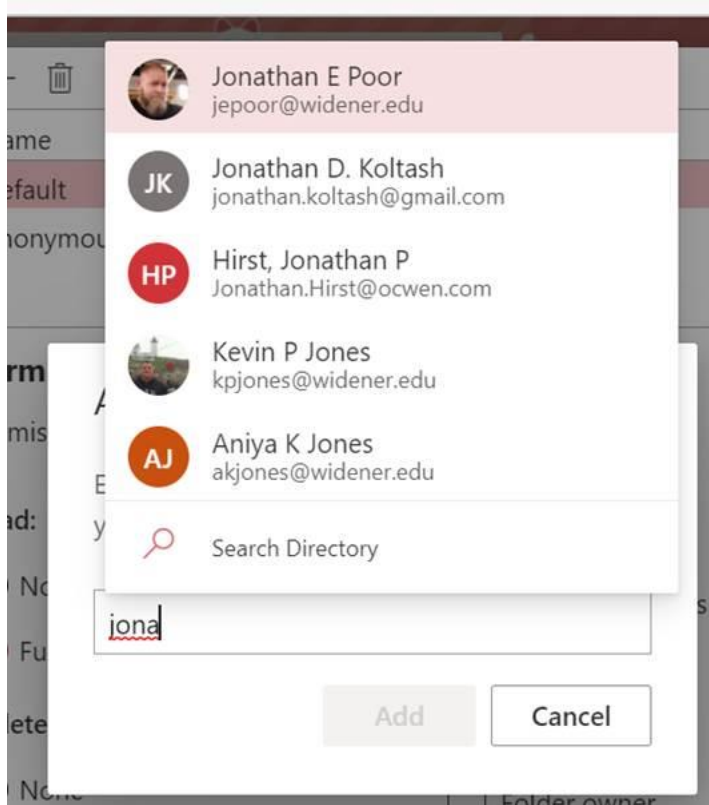
5. You can modify permissions if needed



6. Click the Add permission "+" symbol at the top



7. Enter the email address or name of the person and select from the list or search the Directory



8. Select the individual and click Add

9. The name should appear in the list

Name	Permission level
Default	Editor
Anonymous	None
Jonathan E Poor	None

Permissions

Permission level

10. Click OK

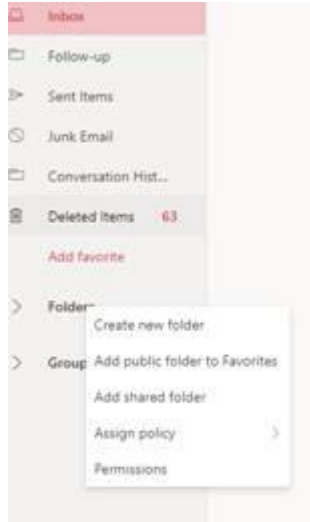
11. Right-click Inbox (Inbox listed under Favorites will not work) and repeat the same steps.

View a Shared Inbox

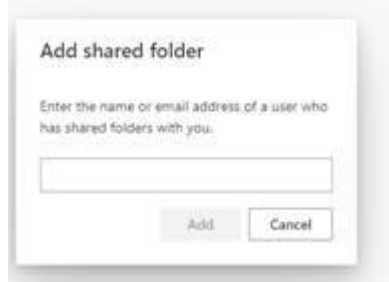
1. Login to your Office 365 account at <https://wumail.widener.edu>



2. Scroll the list at the left of the screen until you see the word Folder
3. Right-click on Folder and click Add shared folder



4. Start typing the person's first name, last name, or Widener email address of the person or account who owns the shared Inbox. Click on Search directory if the person's name does not show



5. Click Add
6. The person or account name will appear in the folder list. Clicking on the account name
7. will show the Inbox that person or account has shared.