

Proxy Another User's Folder

To access another user's folder :

1. Choose **File → Open → Other User's Folder** to display the dialog box.
2. In the Name text box, enter the user whose folder you wish to access:
 - **Type** the name.
 - Or, **click** the Name button, select the name from the list, and then click **OK**.
 - Or, **click** the Name button, and double-click the user name.
3. From the **Folder Type** drop-down list, select the folder to view.
4. Click **OK**.

You can only access another user's folder if the user grants permission to do so. If you have problems accessing the folder, check with the user to make sure that you have been given the necessary permission.

To open the folder in a new window, choose **File → Open → select** the desired user and folder.

To turn off the display of a folder, uncheck the appropriate check box in the Navigation Pane.

Note: Another process for opening a shared Calendar, Contacts, or Tasks folder is to display that folder and click either **Open a Shared Calendar, Open Shared Contacts, or Open Shared Tasks** in the Navigation Pane. Specify the user name and click **OK**.

Delegate Access to Folders

When you modified the default calendar permissions, you gave anyone who wants it the ability to access your calendar folder. Depending on what permission level you assign, it can be dangerous to give access to an Outlook folder. For more control of who can access such folders, you can set a **delegate**.

1. Display the Permissions tab of the desired folder's Properties dialog box:
 - Right-click the desired folder, choose **Properties**, and then select the **Permissions tab**.
 - Or, if the folder is your calendar, contacts or tasks folder, display that folder and click the **Share My Calendar, Share My Contacts or Share my Tasks** link in the Navigation Pane.
2. Click **Add** to display the Add User dialog box.
3. In the **Add Users** dialog box, specify the names you want to add:
 - In the Name list box, double-click the name of the user.
 - Or, from the Name list box, select the name of the user and click **Add**.
 - Or, in the Type Name or Select From List text box, type the name of the user and click **Add**.
4. Click **OK**.
5. In the Name list, select the name of the user who you want to delegate access.