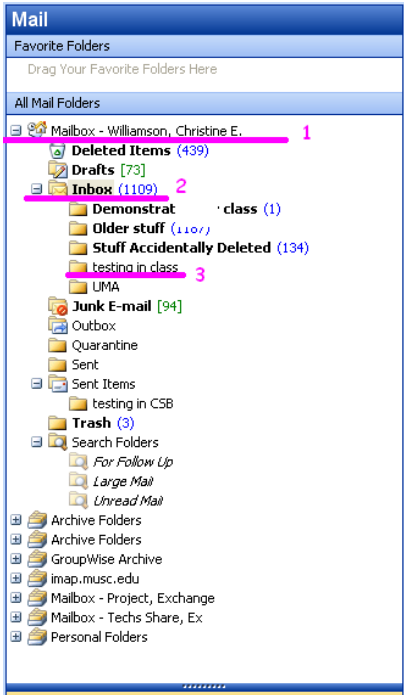


## Sharing Resources in Outlook

### Add Proxy Names and Rights



The “catch” to giving rights to your folders is you have to establish rights to each folder ‘above’ the target folder. In the illustration to the left, the user would have to be given rights to the main Mailbox (1), the Inbox (2), and then the actual folder (3). Often, users share their calendar so the rights would be applied to the main Mailbox and then the Calendar.

#### I. Provide rights to the mailbox:

1. Right-click on “Mailbox”
2. Choose **Properties** and then select **Permissions** tab.
3. Click on “Add” button.
4. Type in user name (first name, last name).
5. Select user and click “Add” button.
6. Click **OK**.
7. Leave “Permission Level” as “None”

#### II. Provide rights to the specific folder:

8. Right-click on folder, such as “Inbox”, “Calendar”
9. Choose **Properties** and then select **Permissions** tab.
10. Select “**Permission Level**” (drop-down list).
11. Permission level will be selected accordingly.
12. Click “Apply” + “OK”.
13. Repeat steps 8 through 12 if there is a subfolder to which the user should have (or not have) special permission

### Accept Proxy Rights

#### From a client (Outlook)

1. Choose **File + Open + Other User’s Folder** to display the Open Other User’s Folder 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 and select the name from the list.)
3. Click **OK**.
4. From the Folder Type drop-down list, select the folder to view.
5. Click **OK**.

#### From the web (Internet Explorer only)

The syntax of the URL is:

<https://exchange.musc.edu/owa/{userID}@muscd.edu/?cmd=contents&f={folder}>

where “{userID}” is the email alias of the account and “{folder}” is the folder you wish to read, such as “inbox” for the account’s mail or “calendar” for the calendar.