

GroupWise offers the ability for you to shared folders with other GroupWise users. Shared folders are similar to other types of folders, however, others can be granted access to it. The shared folder appears in another's Cabinet when access is granted.

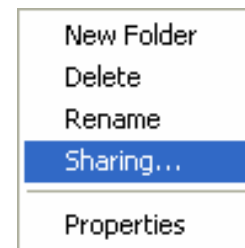


The owner of the Shared Folder determines who has access to the folder as well as the rights that are granted to the folder. Once granted access users can post messages to the Shared Folder, drag existing items to the folder, and create discussion threads. System folders that cannot be shared include:

- **Cabinet**
- **Calendar**
- **Checklists**
- **Contacts**
- **Documents**
- **Mailbox**
- **Sent Items**
- **Trash**
- **Work In Progress**

To share an Existing Folder with others:

- In the **Folder List** located in the left pane right-click the folder you wish to share
- Click **Sharing** from the pop-up menu.



A Properties window will appear.

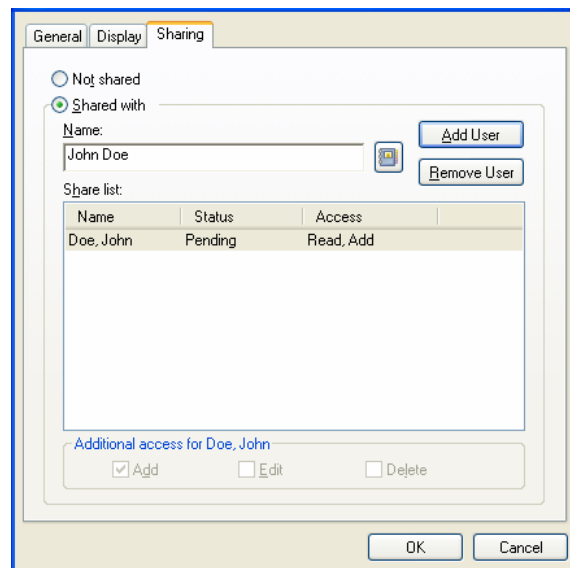
- In the Properties window click the **Shared with** radio button on the *Sharing* tab of the *Properties* dialog box.
- In the *Name* field type the name of a person with whom you wish to share the folder.
- Click on **Add User** to add the user to the *Share List*. It is possible to add multiple users.
- Click on **OK** to save your changes and close the window.

To remove a user:

- Highlight the user in the Share List by clicking on it. Click on **Remove User**.

To edit rights:

- Highlight the user in the Share List by clicking on it. Check or uncheck the Add, Edit, and Delete options near the bottom of the window.



Once you have shared a folder a user will receive a Shared Folder Notification in his mailbox. A user does not have access to a shared folder until he has accepted the notification.