How Do I Open a Shared Folder in Outlook Web Access?

If another Exchange user has shared a folder with you (for instance, you were given permissions to view someone's Calendar folder), you can view the folder in Outlook Web Access. Follow the instructions below for your version of Exchange.

For Exchange 2010 customers

Log in to your mailbox in Outlook Web Access.

To open a shared Inbox:

1. Right-click your mailbox name in the left pane and choose Open Other User's Inbox.

2. Click Name to select the person who shared their Inbox with you.

3. Click OK to open the shared Inbox.

To open a shared Calendar:

1. Switch to the Calendar.
2. In the left pane, right-click My Calendars and choose Add calendar.
3. Click **Name** to choose the person who shared their calendar with you.
4. Click **OK** to view the shared calendar in the Reading Pane.