

Reconnecting and opening a shared folder (Calendar, etc.) in Outlook

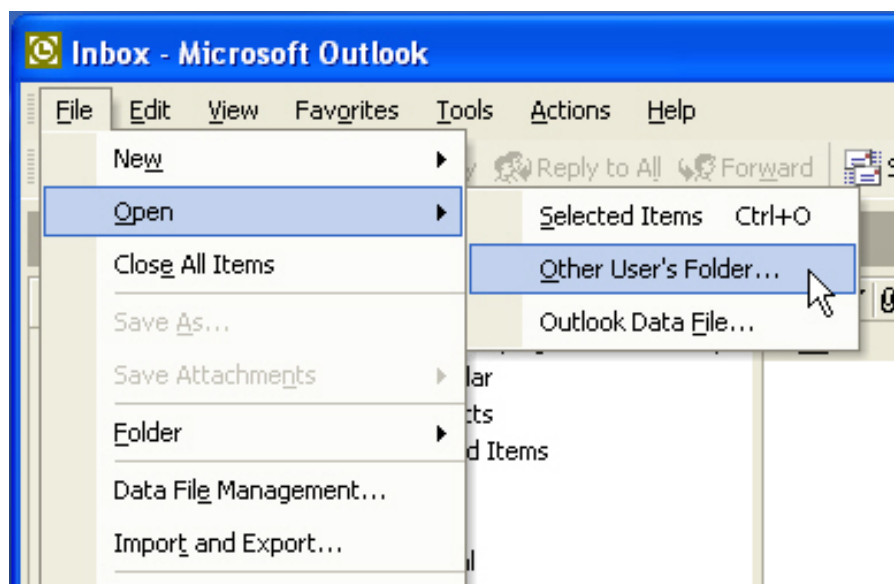
If a shortcut to a shared folder you normally use is not connecting or if you are accessing a shared folder in Outlook for the first time, follow the steps below:

Note: If not already done, you will initially need to have permissions set in order to connect with another person's folder.

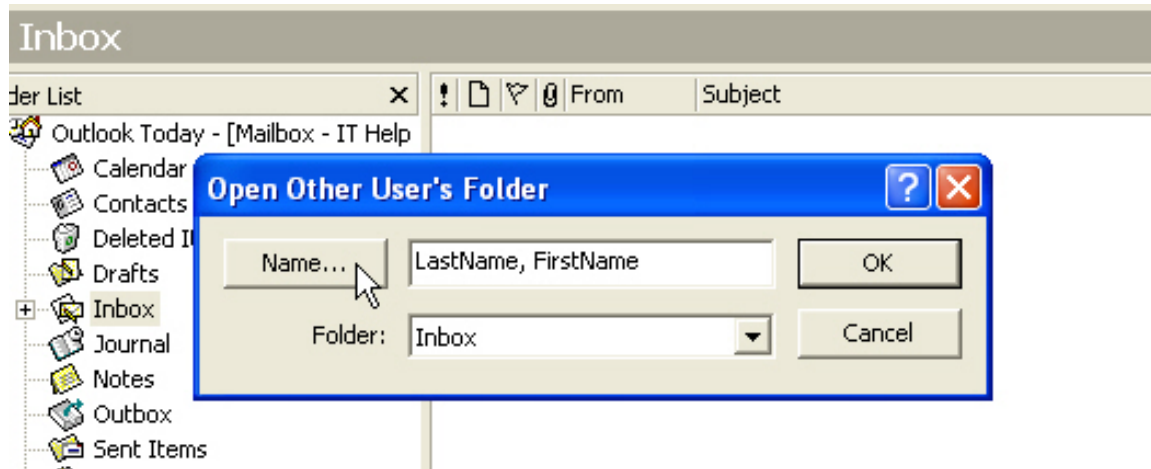
Steps to open another user's folder

- 1) On the **File** menu, choose **Open** and move across to select **Other User's Folder**.
- 2) In the window that opens enter the **LastName, FirstName** of the person whose folder you wish to connect to.
*Or click on the **Name** button to select the person's name from a list.*
- 3) Next select the type of folder from the drop down. For example **Calendar**.
- 4) Click **OK**.

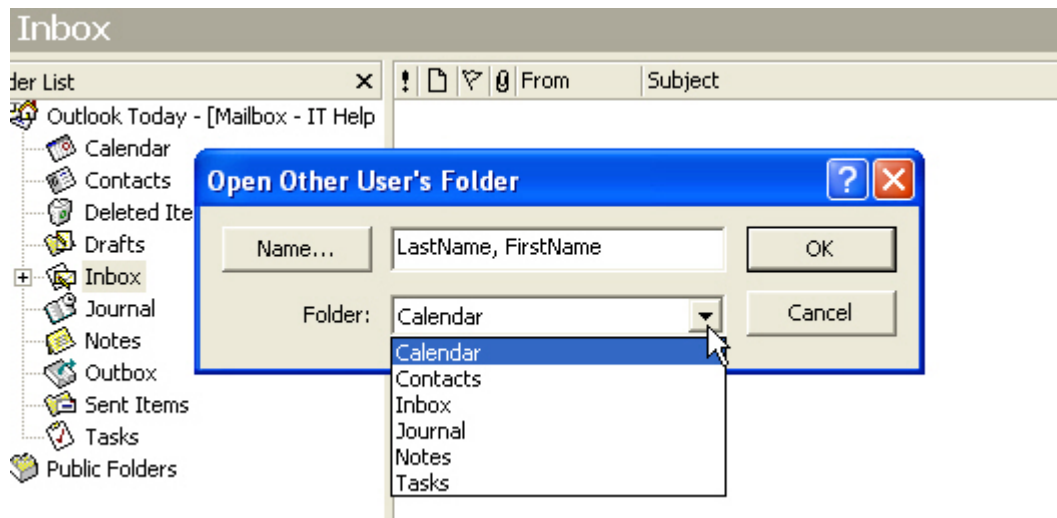
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- 4) Click **OK**.