

Sharing

We allow you to share most of your items with your other accounts. These accounts must be however in the same group. Sharing works by replicating the folder to the other account. Any changes done to these folders will be automatically sync.

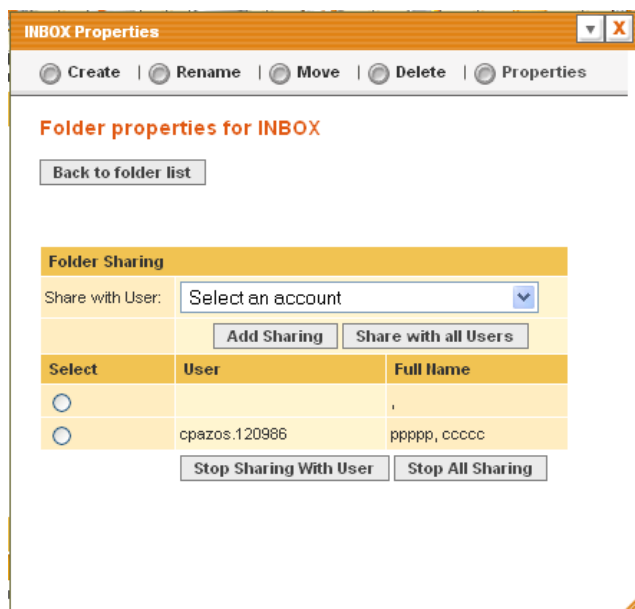
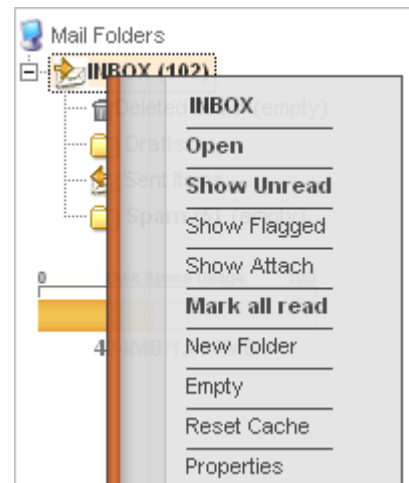
Sharing a Folder

There are two ways sharing can be set up depending on the configuration of your webmail settings. If you have the right-click context menu enabled, then you can right-click on any folder to setup sharing. Otherwise, you will need to use the “Folder Management” link to access the folder properties.

Using the Right-click Context Menu

To share a folder, simply right-click on the folder name, and select “Properties” from the context menu. This will bring up the folder properties window where you can select the account to which you’d like to share the folder with.

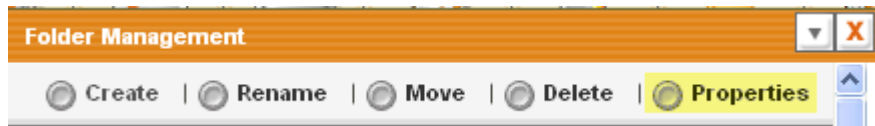
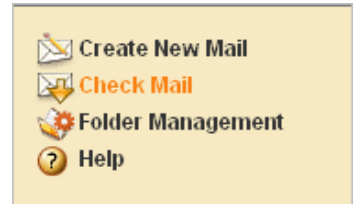
Select the account and click on the “Add Sharing” button. If you’d like to share the folder with all the users within your account, click on the “Share with all Users” button instead.



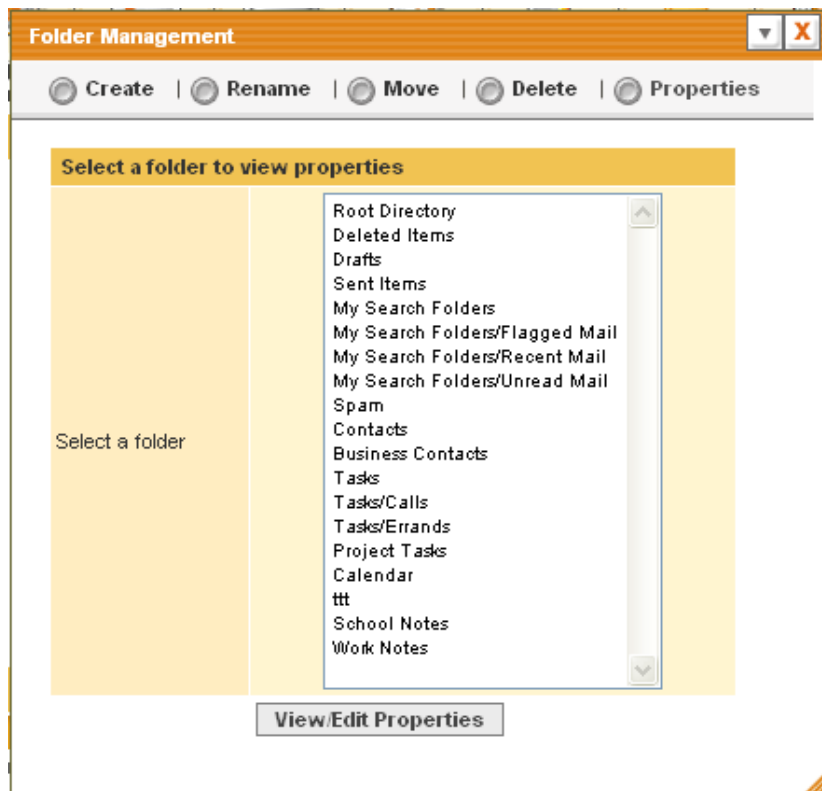
Using Folder Management

If you do not have the right-click context menu enabled, you will then need to click on the “Folder Management” link that is available in all sections on your left.

Click on the “Properties” link.



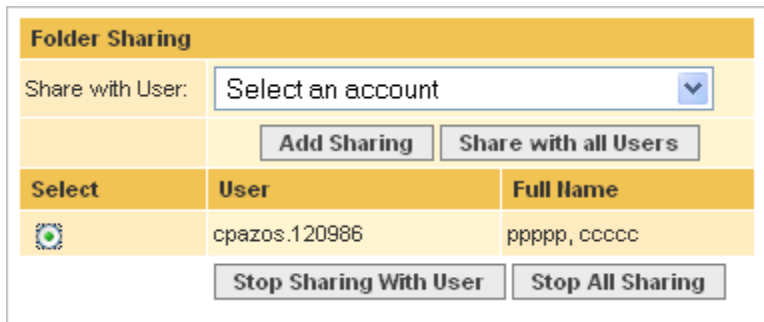
Next, select the folder you'd like to share from the list and click on the “View/Edit Properties” button.




Finally select the account and click on the “Add Sharing” button. If you’d like to share the folder with all the users in your group, click on the “Share with all Users” button.

Removing Sharing

To stop sharing a folder, open the folder properties. You will then be shown a list of all users that a folder is shared with.



The screenshot shows the "Folder Sharing" dialog box. At the top, there is a yellow header with the text "Folder Sharing". Below the header, there is a "Share with User:" label followed by a dropdown menu containing the text "Select an account" and a downward arrow. Below the dropdown menu, there are two buttons: "Add Sharing" and "Share with all Users". Below these buttons is a table with three columns: "Select", "User", and "Full Name". The table has one row of data. Below the table, there are two buttons: "Stop Sharing With User" and "Stop All Sharing".

Select	User	Full Name
	cpazos.120986	ppppp, ccccc

Select the account you’d like to stop the sharing and click on the “Stop Sharing With User” button. If you’d like to disabled all sharing of that particular folder, select the “Stop All Sharing button.”