How To Add or Open a Shared Inbox or Calendar In Outlook 2011 For Mac

Before you can open a shared folder, you must know who granted you access and the type of folder. Be sure to read “How to Set or Share a folder” before another user can add or open the shared folder.

There are two ways to Add or open a shared folder. The first method will allow you to open an Inbox, Contacts or Calendar folder. If you need to open Tasks or Notes, you must use the second method, which uses the Delegates settings.

**Note:** the folder must be shared with the **Reviewer** permissions at least.

**Option 1: Using the Open Other User's Folder feature**

To open a shared Inbox, Contacts or Calendar folder:

1. In Outlook go to *File > Open > Other User's Folder.*

![Open Other User's Folder](image1)

2. In the Open Other User's Folder window, in the User box, type the email address of the folder's owner, or select the user from the address book. In the Type box, select which folder you need to open (Inbox, Calendar or Contacts). Click on **OK**.

![Open Other User's Folder](image2)

3. The folder will appear in your folder list on the left side of the Outlook window.
Option 2: Using the Delegates settings

To open a shared Inbox, Calendar, Contacts, Tasks or Notes folder:
1 In Outlook, go to Tools > Account. Select your account in the list in the left pane, click on Advanced, and sw
2 Under 'People I am a delegate for', click on '+' to add a person.

3 Type the name or email address of the user who shared the folder with you, then click on Find. Select the user on the list and click on OK.

4 Click on OK again and close the Accounts window.
   All the folders shared with you by this user will appear in your folder list on the left side of the Outlook window.