

# Share E-mail Folders

By Sharing E-mail Folders you allow your colleagues access to your e-mail folders, either for viewing or for modifying.

- Go to  
Unknown macro: {link-window}  
<https://cp.emailarray.com>
- Log in using your full e-mail address ( user@domain.com ) and current password.
- Click on the **Folders** icon
- Click on **Edit** icon (pencil) next to the folder you wish to share
- Click on the New Share button
- Select the user you wish to give permission to and the permissions users will have
- Click on the **Share button**

By default, your own account has full permissions on the folder you are editing. Make sure not to erase your own permissions or you will lose access to that folder

## Removing permission on a folder

- Go to  
Unknown macro: {link-window}  
<https://cp.emailarray.com>
- Log in using your full e-mail address ( user@domain.com ) and current password.
- Click on the **Folders** icon
- Click on the **Edit** icon (pencil) next to the folder you wish to edit shares
- Click on the "-" icon (minus sign) next to the user you wish to remove the permissions for

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