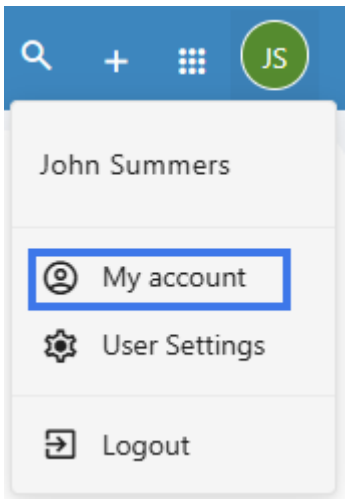
Sharing Email Folders

Folder sharing allows you to give colleagues access to specific folders in your mailbox. You can grant "Read-only" access for viewing or "Full" access for those who need to manage and reply to messages on your behalf.

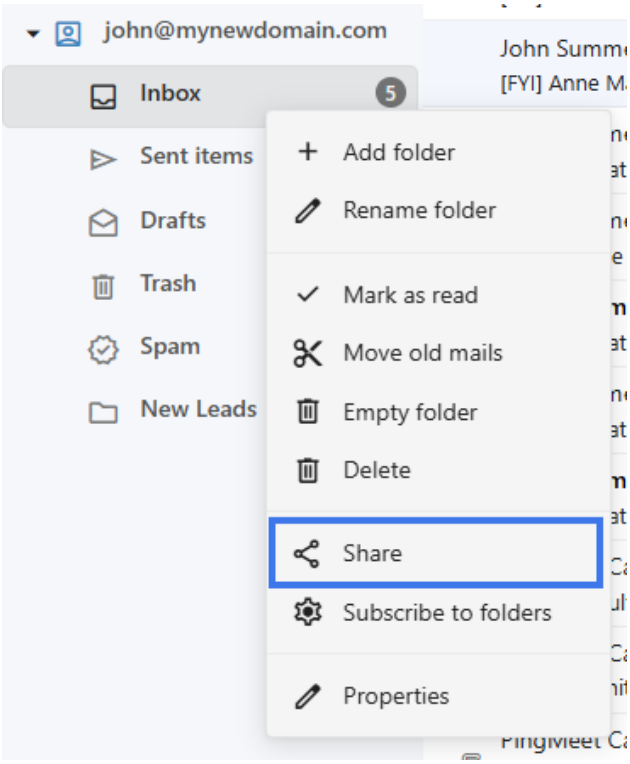
How to Share a Folder

Option 1: From the Webmail (Recommended)

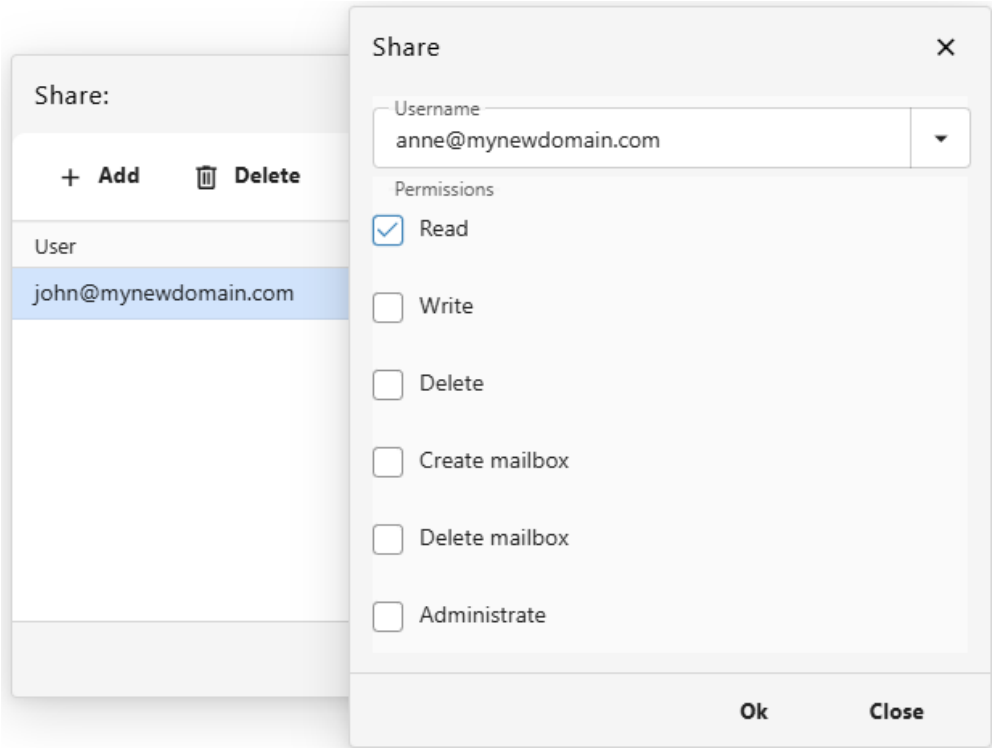
1. Go to the **Webmail.** Log in using your full **e-mail address** and your **current e-mail password.**
   Click on the **User** icon from the top right to activate the menu. Then click on **My account**
2. **Access Settings:** Click on the **User icon** in the top-right corner and select **My account**.



3. **Right-Click to Share:** In the folder list on the left-hand side, find the folder you wish to share and **right-click** on it.
4. **Open Share Settings:** Select **Share** from the context menu.



5. **Add a new User and sharing permissions:**
   - Click the **Add** button.
   - Select the user you wish to share with from the list.
   - Choose the appropriate **Permissions** (see the guide below).
   - Click on **Ok** button to save.



Option 2: From the User Panel

1. Visit the **User Control Panel** (https://cp.emailarray.com). Log in using your full email address and password.
2. Click on the **Folders** icon.
3. Click the **Edit (pencil) icon** next to the folder you want to share.
4. Click **New Share**, select the user and their permissions, and click **Share**.

Managing or Removing Permissions

From the User Panel

1. In the **User Control Panel**, click the **Folders** icon.
2. Click the **Edit (pencil) icon** next to the folder.
3. Click the **"-" (minus sign)** next to the user you wish to remove.

Understanding Permissions

Level	What can they do?
Read-only	Can see and read messages, but cannot move, delete, or mark them as read/unread.
Read/Write	Can read, move, and flag messages.
Full	Can read, write, delete, and manage the folder's contents entirely.

> **Don't Lock Yourself Out:** By default, your own account has "Full" permissions. **Do not remove your own permissions** from the list, or you will lose access to that folder and will need an administrator to restore it for you.

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