# Sharing

Working together should be simple. The webmail platform includes built-in features that allow you to seamlessly share your resources with colleagues and groups. Whether you need to grant access to a common support inbox, coordinate team schedules, or manage a central address book, you are in full control of who sees and edits your data.

Note on access: **To share your resources, your account must be an Enhanced mailbox**. However, you can share your data with anyone on your team, regardless of whether they use a Basic or Enhanced account.

Select a guide below to learn how to configure sharing permissions for each feature:

- Mailbox Sharing
- Calendar Sharing
- Address Book Sharing
- Tasks Sharing
- Notes Sharing

# Mailbox Sharing

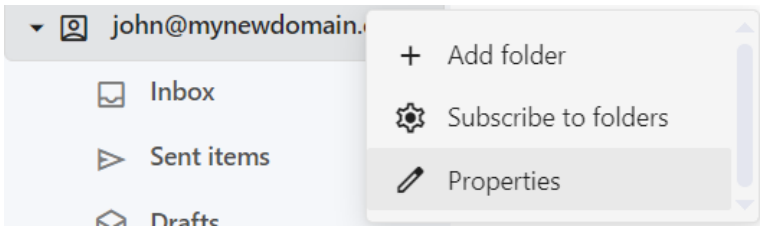
Sharing your mailbox is a practical way to collaborate and ensure important messages are handled quickly. This feature is especially useful when you want to share your inbox with an assistant, or when a team manages a common address like "sales@domain.com" or "support@domain.com".

If your colleagues (for example, John or Alice) also need to reply to messages from this shared address, an administrator must grant them "can send as" permissions from the Admin Panel. This step ensures each colleague can send emails directly as the shared user.

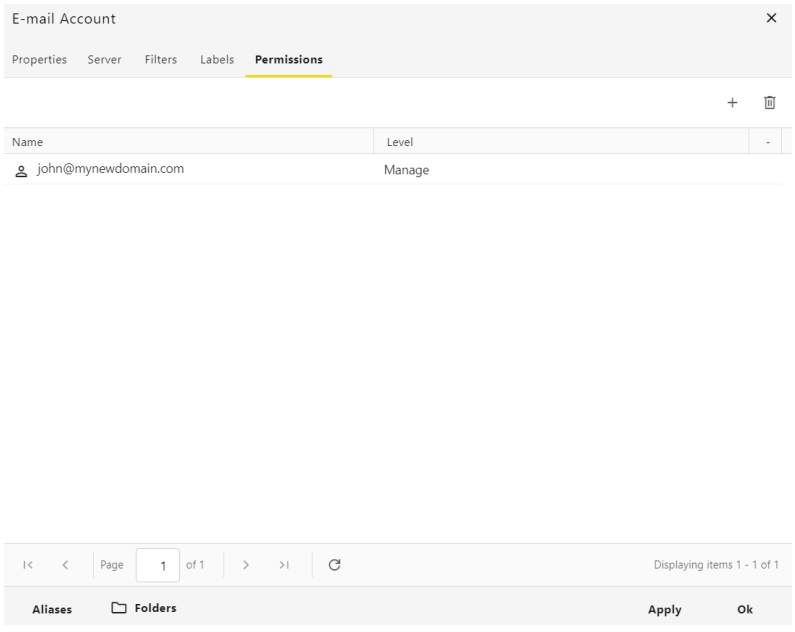
# How to Share Your Mailbox

Follow these steps to grant other users access to your account:

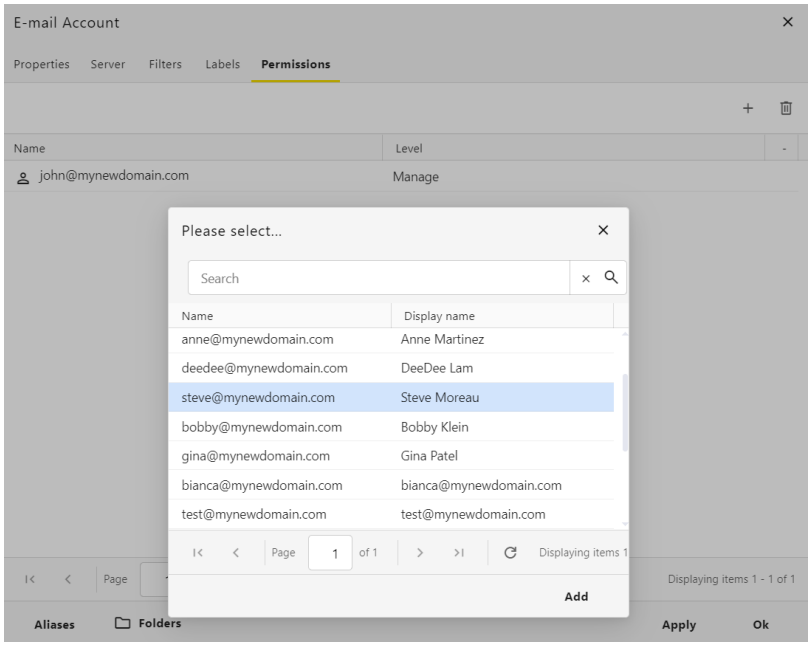
1. **Open Mailbox Properties:** Right click on the mailbox name and click on **Properties**.



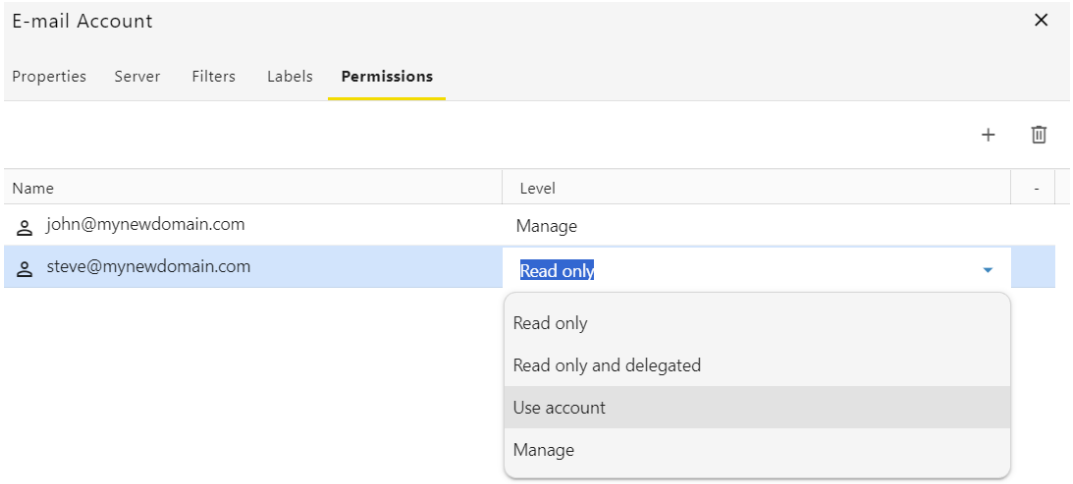

2. **Navigate to Permissions:** When the Properties pop-up opens, navigate to the **Permissions** tab.



3. **Add a User:** Click on the **plus icon** to add new users that have permissions. Select the user and click on the **Add** button.

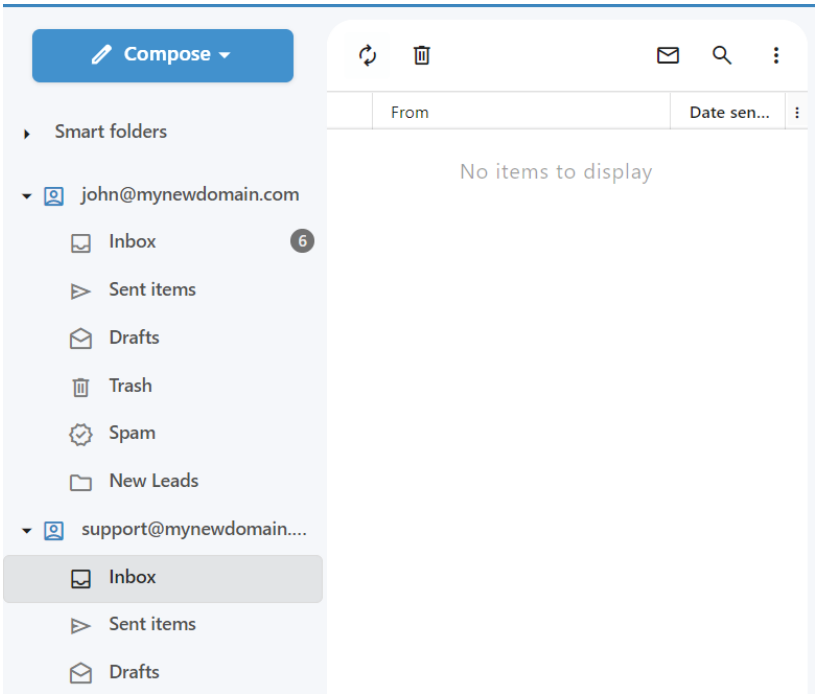



4. **Adjust Access Levels:** The default permission is "Read-only". **Double click** on the permission name ("Read-only") and a drop-down menu will appear so you can choose the needed permission.




5. **Save Your Changes:** Click on **Save** to apply the settings.

**Once a mailbox is shared with you, it will automatically appear in your own webmail interface. From there, you can easily check incoming messages and move emails to other folders.**

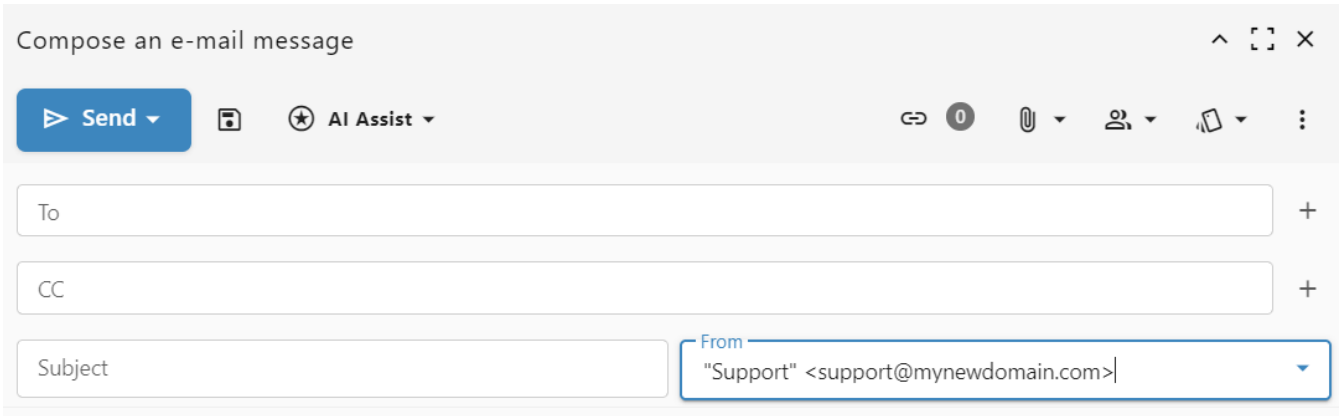



# Sending as a Shared Mailbox

If an administrator has granted you "send as" permissions in the Admin Panel, you can reply or compose new messages on behalf of the shared address.

To change who you are sending the email as:

1. Open the compose email window.
2. Locate the **From** drop-down menu at the bottom of the composer.
3. Select the shared mailbox address from the list before sending your message.



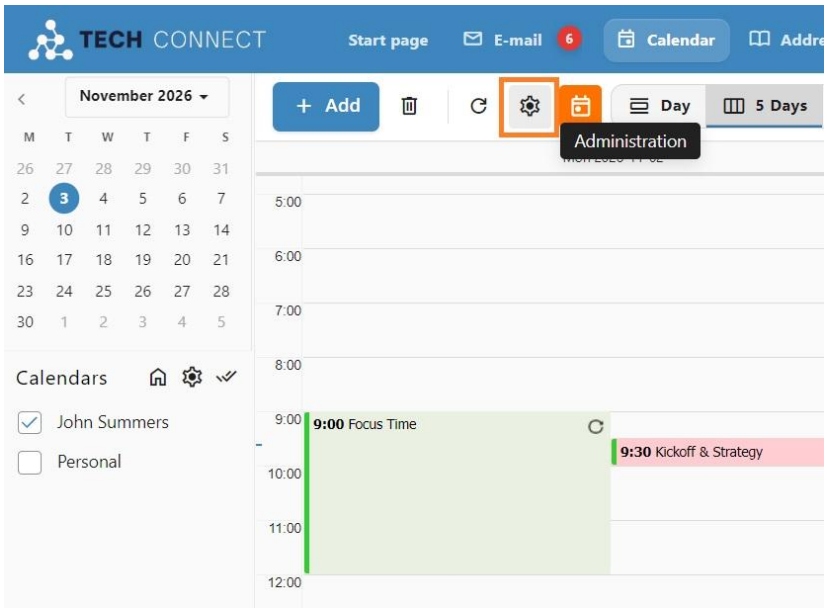
# Calendar Sharing

Sharing your calendar is a great way to keep your team aligned and make scheduling easier. Whether you want to give a colleague "Read only" access to see when you are busy, or grant an assistant full rights to manage your appointments, you can adjust these settings in just a few clicks.

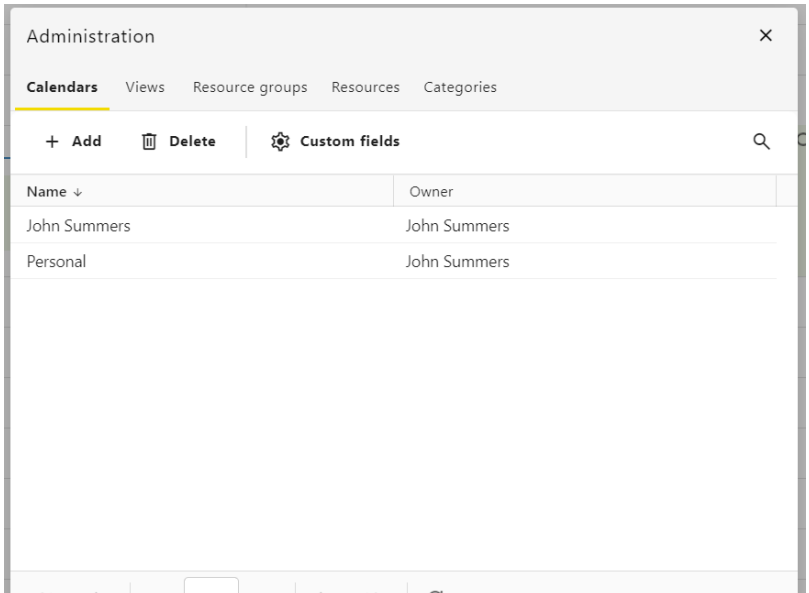
# How to Share Your Calendar

Follow these steps to give other users or groups access to your schedule:

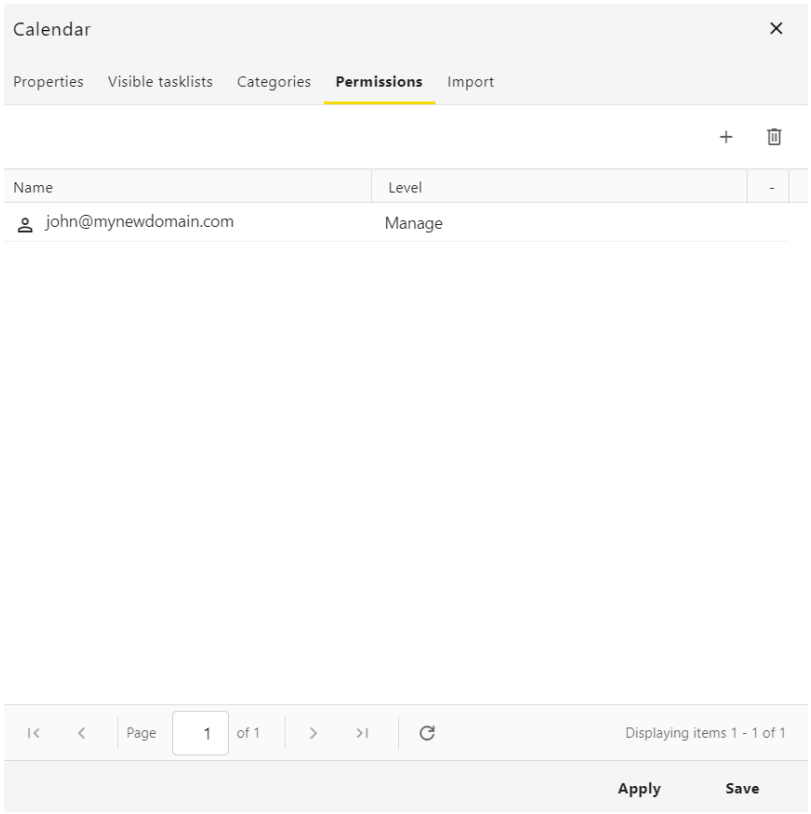
1. **Open Calendar Settings:** Navigate to the Calendar page and click the **cog wheel** icon in the top bar.



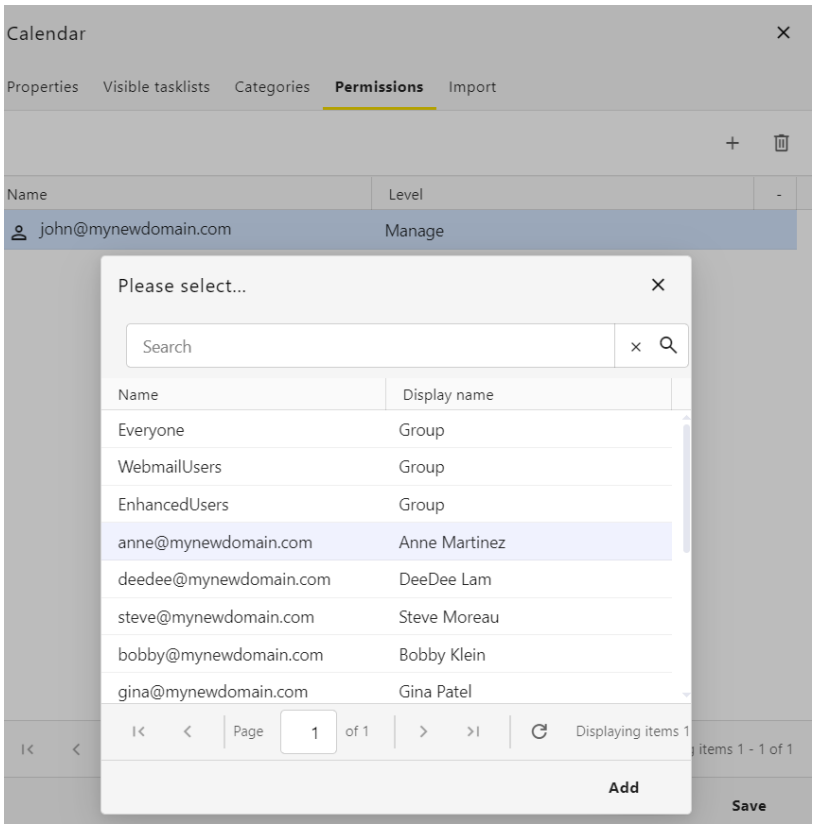

2. **Select a Calendar:** In the Calendars Administration pop-up, double click on the specific calendar you want to share.



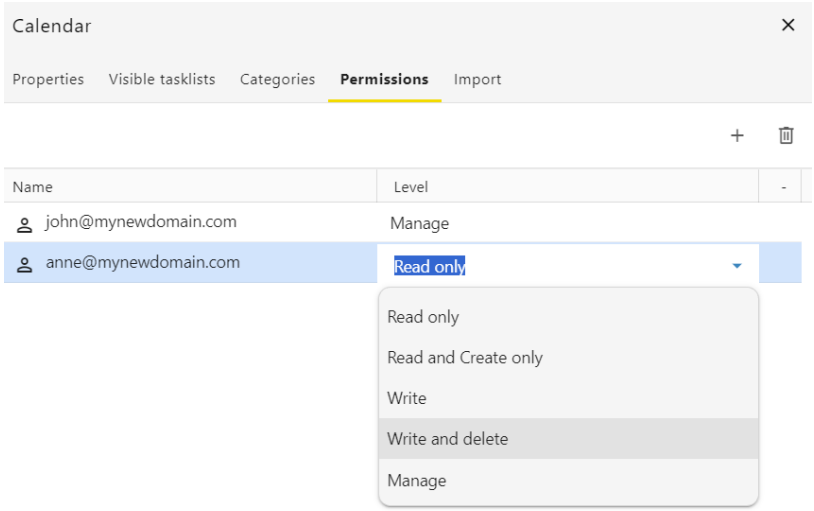
3. **Navigate to Permissions:** Click on the **Permissions** tab.




4. **Add a User or Group:** Click the **plus icon** to show the list of people or groups in your domain. Select the users or groups you want to be added and click the **Add** button.



5. **Adjust Access Levels:** After selecting a user, their default permission will be "Read only" . **Double click** the permission name ("Read only") to open a drop-down menu and choose the level of access.




6. **Save Your Changes:** Click **Save** at the bottom of the window to apply your new settings.

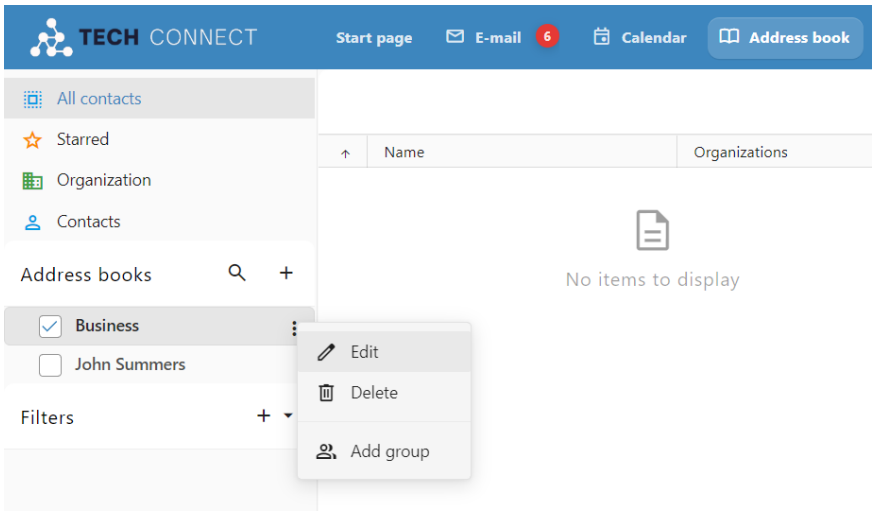
# Address Book Sharing

Sharing an address book ensures your team always has access to the right contact information. Whether you need colleagues to simply view a shared directory or you want them to add and update business contacts, you can easily manage these permissions in just a few clicks.

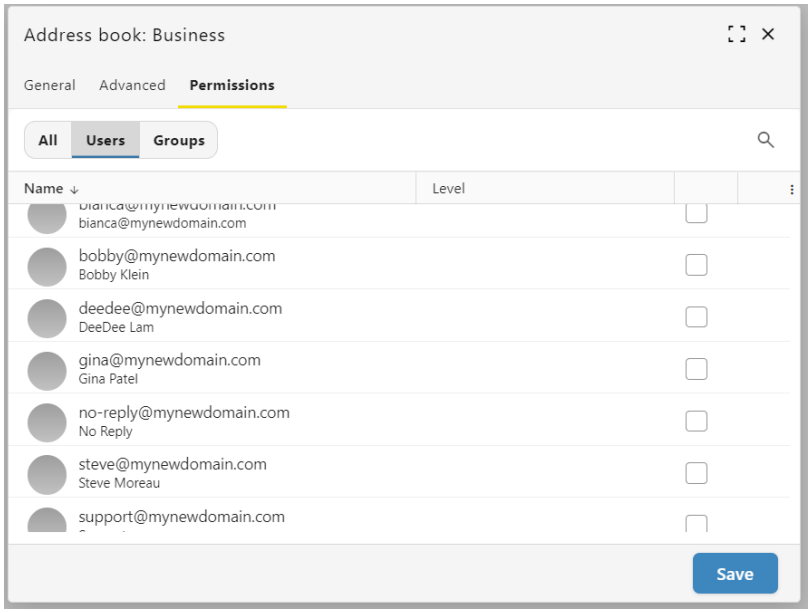
# How to Share Your Address Book

Follow these steps to give other users access to your contacts:

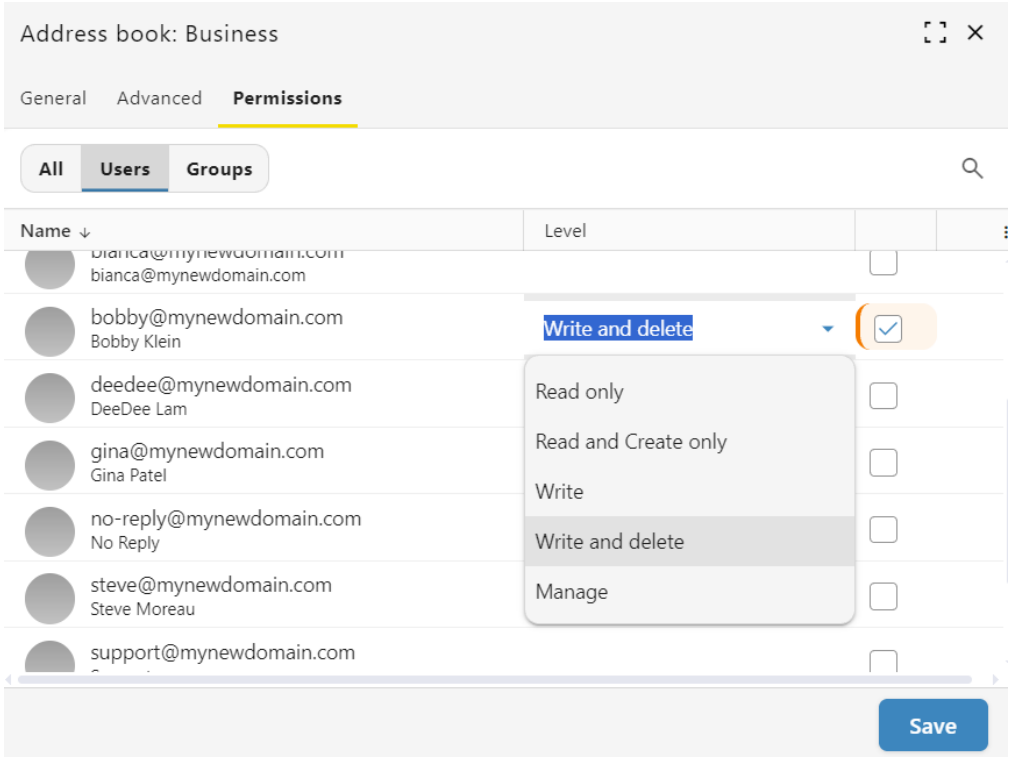
1. **Open Address Book Settings:** Navigate to the Address book page, click the three-dot menu next to the specific address book you want to share, and select **Edit**.




2. **Navigate to Permissions:** In the pop-up window, click the **Permissions** tab. From here, you can filter the list to show just Users, just Groups, or All.



3. **Select Users:** Locate the colleague(s) you want to share with and check the box on the far right side of their name.




4. **Adjust Access Levels:** The system assigns "Read only" access by default. Click the permission drop-down menu next to their name to change their access level to options like "Write and delete".

5. **Save Your Changes:** Click the **Save** button at the bottom of the window to apply your updates.

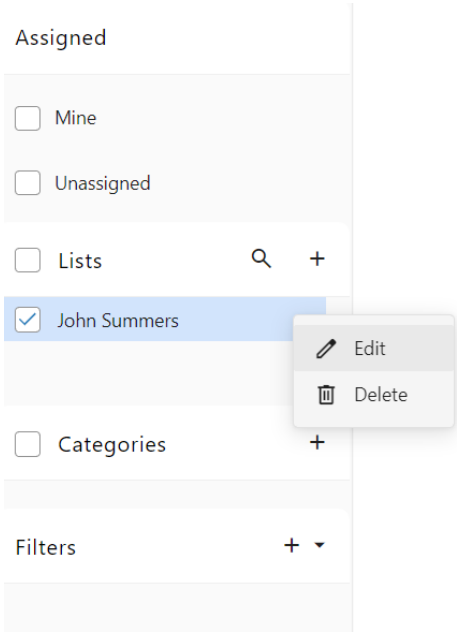
# Tasks Sharing

Sharing your task lists is an excellent way to keep your team organized and on track. Whether you want a colleague to simply view project milestones or you need to give a team member the ability to add and complete tasks, you can easily customize their access levels.

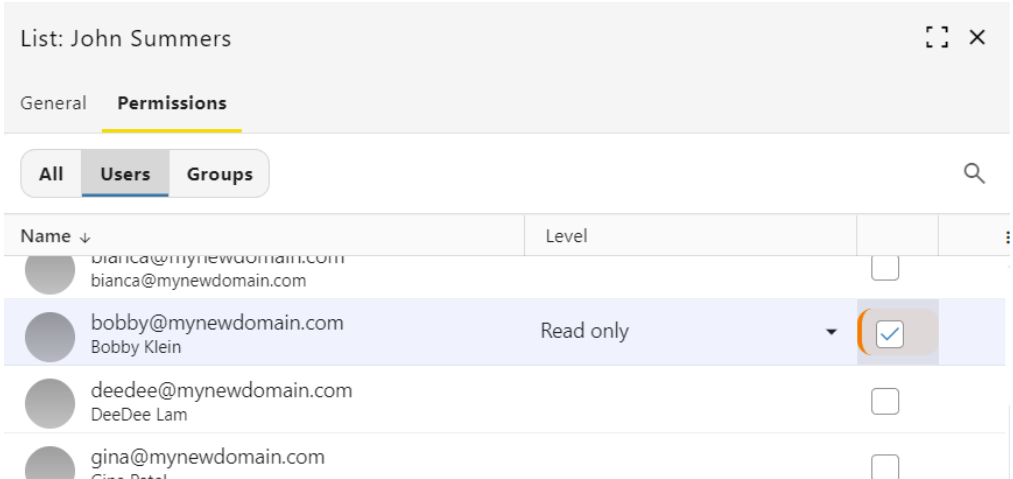
# How to Share Your Task List

Follow these steps to give other users or groups access to your tasks:

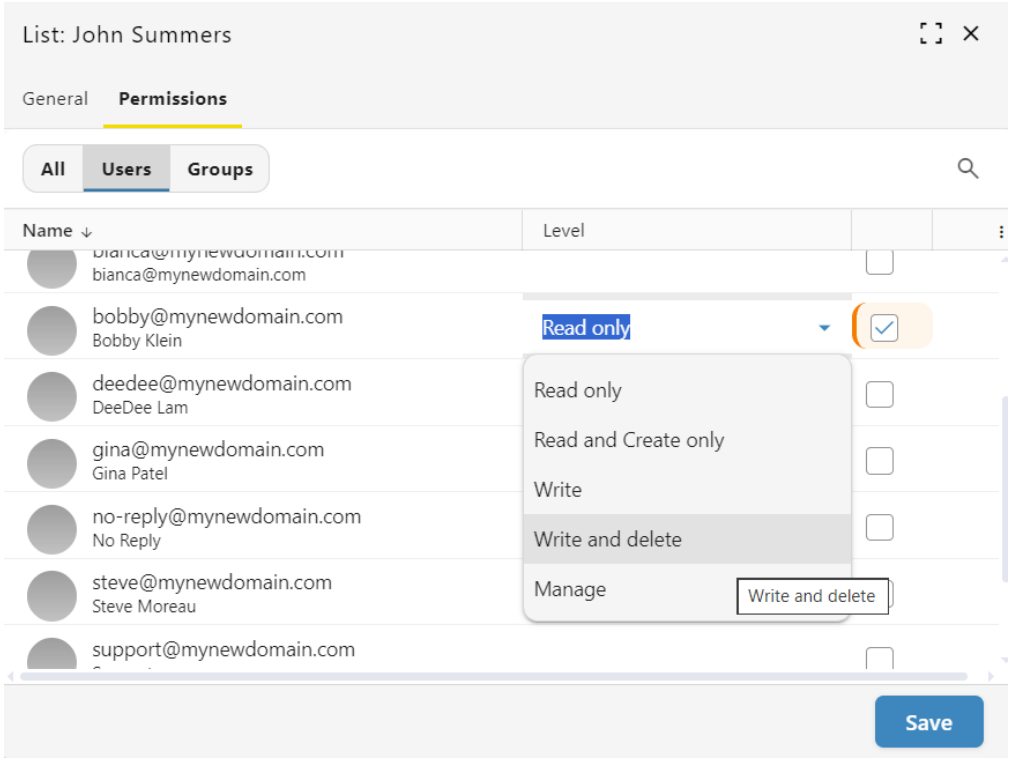
1. **Open Task Settings:** Navigate to your Tasks page and find your specific task list under the "Lists" section on the left sidebar. Click the menu next to the list name and select **Edit** .




2. **Navigate to Permissions:** In the pop-up window, click the **Permissions** tab. You can use the top filters to view All, Users, or Groups.
3. **Select Users:** Locate the colleague you want to share with and check the box on the far right side of their name.



4. **Adjust Access Levels:** The system assigns "Read only" access by default. Click the permission drop-down menu next to their name to change their access level to options like "Write and delete".




5. **Save Your Changes:** Click the **Save** button at the bottom of the window to apply your updates.

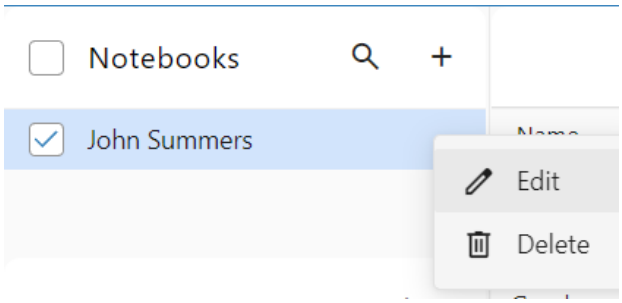
# Notes Sharing

Sharing your notebooks helps your team collaborate on ideas, meeting minutes, and project outlines. You can easily grant colleagues access to view your notes or give them permission to edit and manage the content directly.

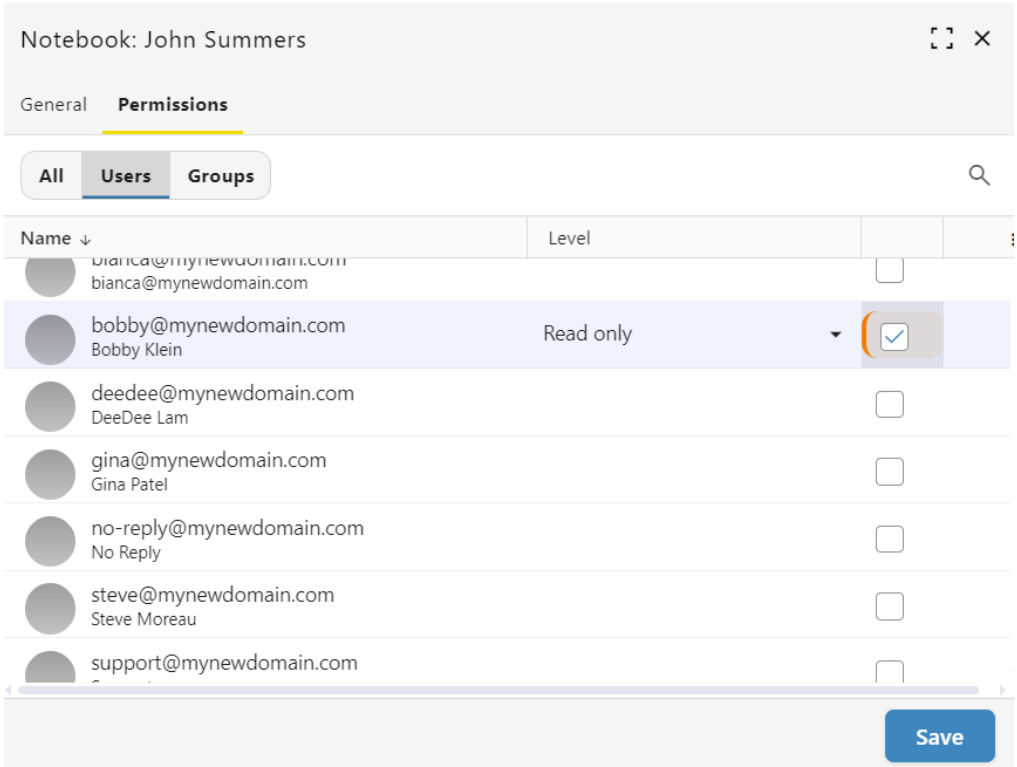
# How to Share Your Notes

Follow these steps to give other users or groups access to your notebooks:

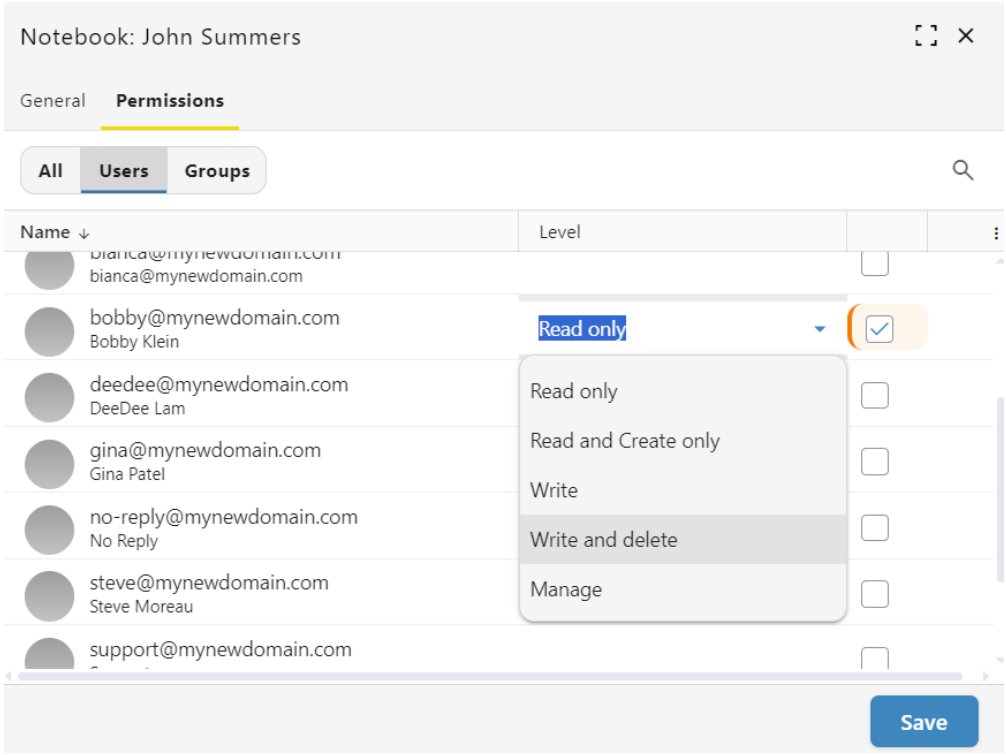
1. **Open Notebook Settings:** Navigate to your Notes page, click the menu icon next to the specific notebook you want to share, and select **Edit**.




2. **Navigate to Permissions:** In the pop-up window, click the **Permissions** tab. You can use the top filters to view All, Users, or Groups.
3. **Select Users:** Locate the colleague you want to share with and check the box on the far right side of their name.



4. **Adjust Access Levels:** The system assigns "Read only" access by default. Click the permission drop-down menu next to their name to change their access level to options like "Write and delete".




5. **Save Your Changes:** Click the **Save** button at the bottom of the window to apply your updates.