Opening a Search Committee folder with Outlook Web App (OWA)

This guide explains how to open a Search Committee folder that has been shared with you.

Before you start...

To open a shared folder, you will need to have been given permission to access first.

Instructions

If you have been given permission to access another user's folder:

1. On your computer or laptop, login to the Outlook Web App (http://outlook.com/clarku.edu). Right-mouse-click on your account name in Navigation Pane.

2. Select add shared folder...
3. Search for the person or mailbox you have permission to by typing the name or email address—in this case hr_searchcommittees@clarku.edu. Click on Add.

4. The shared folder should now be displayed in your folder list on the left. You may need to scroll down to see it.