Opening a Search Committee folder with Outlook or Outlook Web App

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 for Outlook (see below for Outlook Web App)

If you have been given permission to access a search committee folder:

1. On your computer or laptop, open Outlook. Right-click your account name (i.e., email address) in the folders pane and select Data File Properties...

2. Click the Advanced button.
2. Click the **Advanced** tab. Click the **Add** button to specify a mailbox.

3. Type `hr_searchcommittees@clarku.edu` in the Add Mailbox window and click **OK**.

4. Click **Apply** and then **OK** (twice). The account now appears in the list of additional mailboxes.

5. Click on Search Committees in the list and then on the folder for the search you are part of.
Instructions For Outlook Web App (see above for Outlook)

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.