

Practical Examples

Sharing Company Mail

This document explains how to create and share a public Mail folder when using Outlook in conjunction with Softalk Share Server.

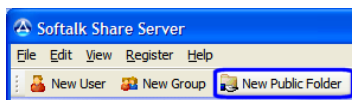
It is assumed that the server software and client software have already been installed.

Softalk Share Server can be installed in two ways on the client computers.

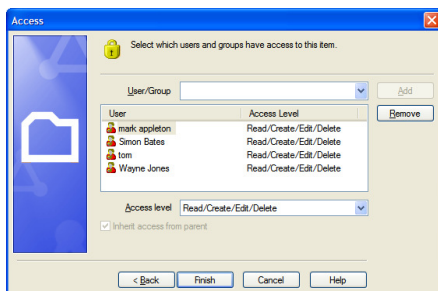
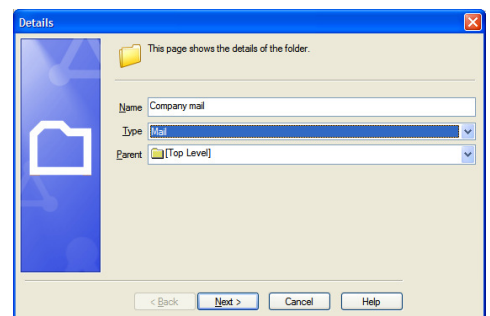
You can replace your existing PST with a Softalk Share Server store which means you will be able to see your own Personal folders, other user's Personal folders that have been shared to you and Public folders that have been shared to you.

You could instead have an additional "secondary" store alongside your existing PST store, which is used for sharing Public folders only. We will assume for the sake of this example that you have replaced your PST. The setting of permissions is identical. You will only see a difference within Outlook.

Open the Softalk Share Server administrator program and click the "New Public Folder" button in the Softalk Share Server administrator toolbar.

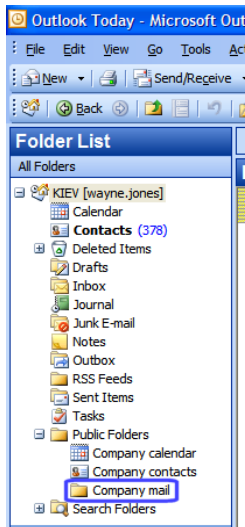


The page that pops up allows you to give your new public folder a name, in this case "Company mail" and it also lets you choose the type of folder to create, in this case a mail folder. If you have nested folders you can also choose which one this new folder should be underneath, by selecting the relevant folder from the Parent drop down list.



The next page allows you to set permissions for users to gain access. In this example we have selected four users and given them all Read/Edit/Create/Delete permissions. Press Finish to complete the task.

Softalk Share Server



In Outlook you will see the new public mail folder under a folder called "Public Folders". Any public folders you create will be here. This is a normal Outlook folder and behaves as such. In this instance Wayne, Simon, Tom and Mark will be able to read, edit, create and delete emails in the "Company mail" public folder.

If you have installed the Softalk Share Server client as Public Folders only, you will see a slightly different view in Outlook, similar to the image on the right. Your PST is your main store with a secondary store underneath, in this case called:- kiev [wayne.jones]

