

You can easily view and edit shared calendars, contacts, tasks, mail folders, ... right from within your Outlook:

- Add, if not already present, a contact of the sharing user with his/her interWaysMAIL email address into your Outlook contacts list.
- Click on File-->Open-->Other user's mailboxes (Outlook 2010: Go to "Zimbra" in top menu, then click on "Open other user's mailbox")
- Choose the contact of the sharing user; make certain you select the contact with the interWaysMAIL email address.
- Now you can see the other user's shared calendars, contacts, tasks, mail folders, ...

You can find detailed instructions on how to share calendars etc. in our support area.