



# Untitled Page

Help Documentation

## Shared Resources

The Enterprise and Free editions of SmarterMail allow users to share their email folders and collaboration items with other users on the domain. If you share any of the following items, they are called shared resources:

- Email folders
- Contacts
- Calendars
- Tasks
- Notes

To see a list of items you are sharing with others, click the settings icon . Then expand the My Settings and Sharing folders and click Shared Resources in the navigation pane. A list of shared resources will load in the content pane.

In general, the following options are available in the content pane toolbar:

- New - Creates a new shared resource.
- Edit - Edits an existing shared resource.
- Delete - Permanently deletes the ability to share the selected item(s).