



Create or Delete a Public Folder

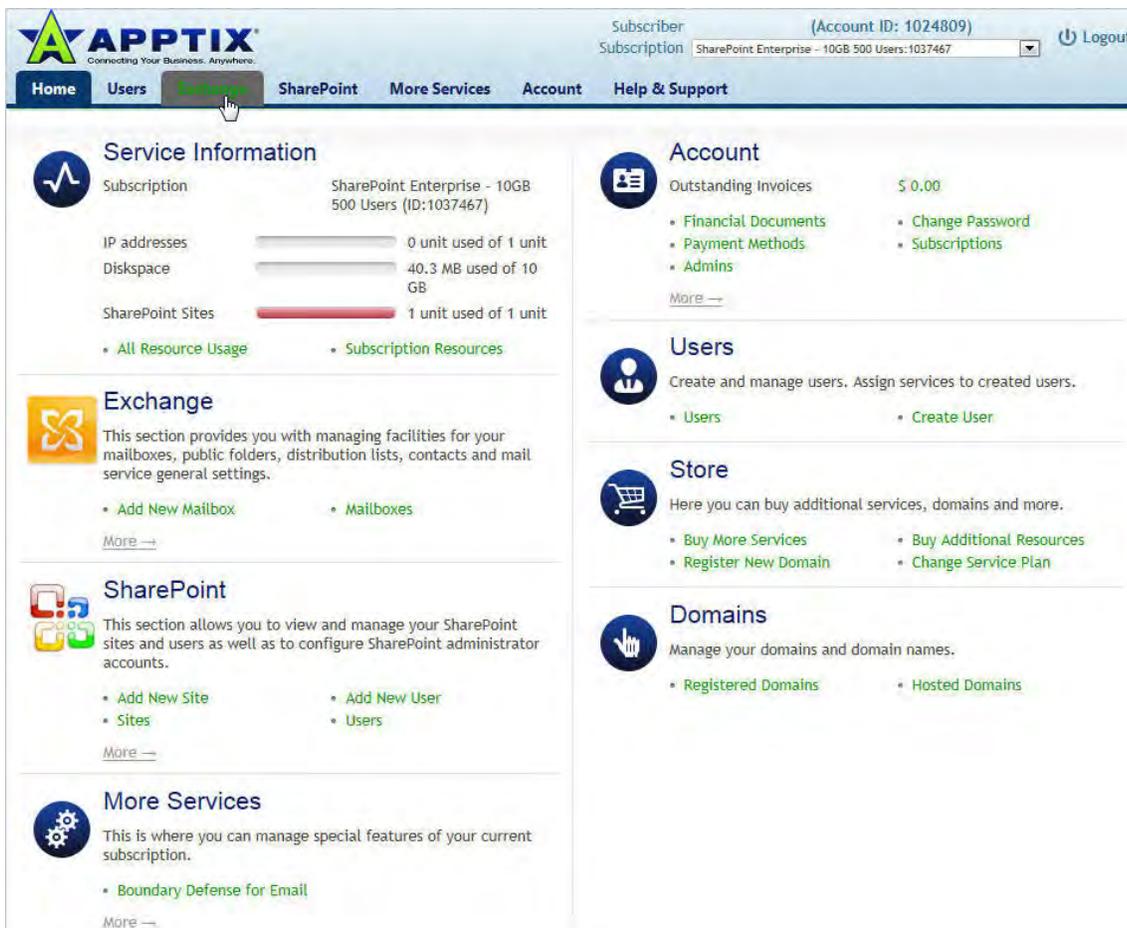
Public folders are an optional service available to all Apptix hosted Exchange customers. Public folder space is allocated from your total aggregate Exchange storage space. You can purchase additional Exchange storage space through the *Buy Additional Resources* function in the **Store** section of the Control Panel's main dashboard.

Public folders contain items that can be viewed by any or all members of your organization—who have been given proper public folder permissions—via Outlook (or Entourage), or the **Public Folders** option in Outlook Web App (OWA). The public folder can be a standard folder for storing email and/or files, or it may be any of Outlook's specialty folders: Contact, Calendar, Notes, Tasks, etc. For instance, you can create a public folder calendar called "Company Vacations" to track and manage your company-wide vacation scheduling. (**NOTE:** This function is not currently available in Exchange 2010.)

Standard, non-email enabled, public folders typically can be managed via the Outlook email client software. However, we suggest that you use this function to setup standard "top-level" public folders (see NOTE below). Most importantly, to email-enable a top-level public folder you **MUST** use the Apptix Hosting Control Panel.

1. Log into the Control Panel.

The Apptix Control Panel's main dashboard displays.



2. Select the **Exchange** tab from the menu bar.

The screenshot shows the Exchange Control Panel interface. At the top, there are navigation tabs: Mailboxes, Contacts, Distribution Lists, Storage Usage Report, Mobile Devices, and More Services. Below the tabs, there are buttons for 'Add New Mailbox' and 'Import Mailboxes'. A table lists three mailboxes with columns for ID, Display name, Login, E-mail address, Size, and Size limit. The table shows three entries: Stephen Oxford, John Doe, and rjdawson. Each entry has a size of 0 KB (0%) and a size limit of 500 M. At the bottom, there is a pagination bar showing '3 total' and 'On page: 25 50 100'.

| ID | Display name | Login | E-mail address | Size | Size limit |
|---------|----------------|---|-----------------------------------|-----------|------------|
| 2743722 | Stephen Oxford | stephen.oxford@trainingdocumentation.collaborationhost.net | soxford@d1037467.hostaccount.com | 0 KB (0%) | 500 M |
| 3588026 | John Doe | jdoe@trainingdocumentation.collaborationhost.net | jdoe@d1037467.hostaccount.com | 0 KB (0%) | 500 M |
| 3613807 | rjdawson | rjdawson@abcdco.trainingdocumentation.collaborationhost.net | rjdawson@d1037467.hostaccount.com | 0 KB (0%) | 500 M |

3. Select the **More Services** tab:

The screenshot shows the Exchange Control Panel interface with the 'More Services' tab selected. Below the navigation tabs, there is a section titled 'Choose one of additional Exchange services to view or manage.' with three options: Resource Mailboxes, Public Folders, and Company Disclaimers. Each option has a brief description of its functionality.

- Resource Mailboxes:** This section provides general management facilities for your resource mailboxes. You can view and manage the list of resource mailboxes, create new and delete existing ones.
- Public Folders:** This section allows you create, delete and manage Top-Level Public Folders on your Exchange server using this page. To create, delete and manage subfolders use Outlook or OWA.
- Company Disclaimers:** Company disclaimer is a statement which is automatically added to all outgoing emails. This section allows you to create, delete and manage company disclaimers.

4. Select the **Public Folders** option:

The screenshot shows the Exchange Control Panel interface with the 'Public Folders' section selected. At the top, there are navigation tabs: Mailboxes, Contacts, Distribution Lists, Storage Usage Report, Mobile Devices, and More Services. Below the tabs, there is a section titled 'Public Folders'. It shows the 'Root public folder of the organization's hierarchy: .'. There is a button for 'Add New Public Folder'. At the bottom, it says 'No item(s) found'.

You may click in the **Name** column of any previously defined public folder (if available) to edit parameters associated with that folder.

5. To create a new public folder, click the [Add New Public Folder] button.

The **Add New Public Folder** screen displays:

- Enter the folder name in the **Public Folder Name** input field.

NOTE: Apptix recommends that all public folders should be created within Apptix Hosting CP so that their permissions, security, size limits, and email settings can be managed in the Apptix Hosting CP. If public folders are created using the Outlook client, these public folders will not appear in the Apptix Hosting CP —these folders will still be functional, but you will not be able to manage them through the Apptix Hosting CP.

Change the **Size Limit** from its default setting if you need additional space for the contents of this folder.

From the **Default role** drop-down menu, select the permissions level to the public folder to be granted to all users within your organization:

- **Reviewer:** Gives the default user permission to read items in the Exchange public folder. But they are not allowed to edit or delete items, regardless of whether they previously created those items or not.
 - **Contributor:** Create items and files only. The contents of the files do not appear.
 - **Non-editing Author:** Create new items but cannot edit content produced by others.
 - **Publishing Author:** Create and read items and files, create subfolders, and modify and delete items and files you create.
 - **Author:** Create and read items and files, and modify and delete items and files you create.
 - **Publishing Editor:** Create, read, modify and delete all items and files, and create subfolders.
- Check the box next to **Mail-Enabled** if you would like this public folder to receive emails. For example, you can create a public mail folder called “Jobs” with an email address of jobs@mycompany.com. You can advertise this address, and prospective employees can email their resume to the jobs address. The email will then be delivered to the public folder, where anyone in your organization who has the appropriate permissions can view them.

- **Email address:** Enter the desired email address prefix in this field. Select the appropriate domain name from the drop-down menu if your account has multiple domains.
 - **Show in address book:** Check this option for this public folder email address to display in your organization's Global Address List (GAL). Uncheck this option if you do not wish this public folder email address to show in the GAL.
 - **Accept messages from:** Select one of the two radio button options to specify the type of email delivery for this email-enabled public folder:
 - i. **Everyone:** Accepts email from any valid sender from your organization OR the Internet.
 - ii. **Organization:** Limits email delivery to only users from within your organization.
8. Click the **[Finish]** button when you are done entering your parameters for creation of this public folder.

The **Public Folders** screen displays again, including the new public folder you have created:

Home > Exchange > Public Folders Screen ID: 2.52.03.01
Help Refresh Up Level

Root public folder of the organization's hierarchy: P001037467.

1 total [Show Search](#) On page: 25 50 100

| ID | Name | Location | Mail-Enabled | Size | Size Limit | Status |
|--------|-------|----------|--------------------------------|-----------|------------|----------|
| 356282 | Sales | | sales@d1037467.hostaccount.com | 0 KB (0%) | 10 MB | Updating |

1 total On page: 25 50 100

Note that the public folders that have been email enabled have a green icon in the **Mail-Enabled** column, along with the corresponding primary email address of the public folder.

9. To delete a public folder, select the appropriate checkbox and click the **[Delete]** button.

The selected public folder is deleted and removed from the list.