



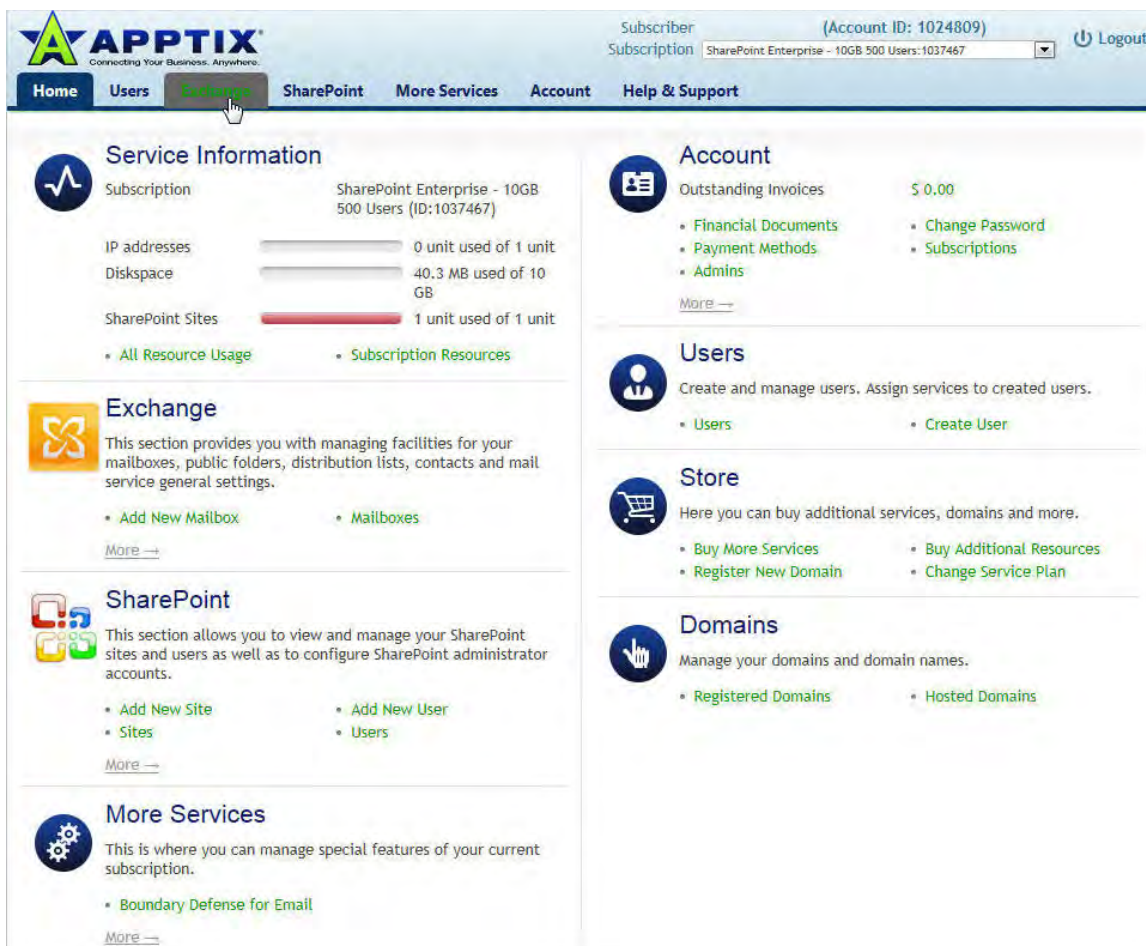
# Manage Public Folder Permissions

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 *upgrade wizard* 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 given proper public folder permissions—via your Outlook (or Entourage) desktop software, or the Public Folders option in Outlook Web Access (OWA). The public folder can be standard folders for storing email and/or files, or they 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.)

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. The interface also includes a search bar and pagination controls.

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 heading 'Choose one of additional Exchange services to view or manage.' followed by three service cards: 'Resource Mailboxes', 'Public Folders', and 'Company Disclaimers'. Each card includes an icon and a brief description of the service.

- 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 heading 'Public Folders' and a sub-heading 'Root public folder of the organization's hierarchy: P001041313.' Below this, there are buttons for 'Add New Public Folder' and 'Import'. A table lists three public folders with columns for ID, Name, Location, Mail-Enabled, Size, Size Limit, and Status. The table shows three entries: careers, marketing careers, and sales. Each entry has a size of 0 KB (0%) and a size limit of 500 MB. The interface also includes a search bar and pagination controls.

ID	Name	Location	Mail-Enabled	Size	Size Limit	Status
356185	careers		careers@abcdco.collaborationhost.net	0 KB (0%)	500 MB	Ready
356186	marketing careers	careers	No	0 KB (0%)	500 MB	Ready
356292	sales		sales@zzabcd.collaborationhost.net	0 KB (0%)	500 MB	Ready



- Click any previously defined public folder (if available) listed under the **Name** column to edit parameters associated with the folder.

The **Public Folder Details** screen for the selected public folder displays:

Home > Exchange > Public Folders >

sales Screen ID: 2.52.03.03  
Help Refresh Up Level

General Permissions E-mail addresses Limits Member of

**General**

Public Folder Name: sales  
 Items Type: Mail Items  
 Default Role: Reviewer

**Mail-Enabled**

Mail-Enabled:  Yes  
 E-mail Address: sales@zzabcd.collaborationhost.net  
 Show in Address Book:  Yes  
 Accept Messages From: Everyone can send messages to the public folder.

Edit Delete

- Select the **Permissions** tab to view the current permissions for this public folder:

Home > Exchange > Public Folders >

sales Screen ID: 2.52.03.04  
Help Refresh Up Level

General Permissions E-mail addresses Limits Member of

Public Folder Permissions Send Permissions

The list below shows mailboxes and distribution lists granted a role on this public folder. If a mailbox is a member of one or more distribution lists, the mailbox gets resulting permissions equal to the sum of roles, which these distribution lists are granted on the public folder. Note, if a mailbox is granted a role on the public folder explicitly (i.e. the mailbox is present in the list below), it overwrites any roles granted through distribution lists, which the mailbox is member of.

+ Add x

1 total Show Search On page: 25 50 100

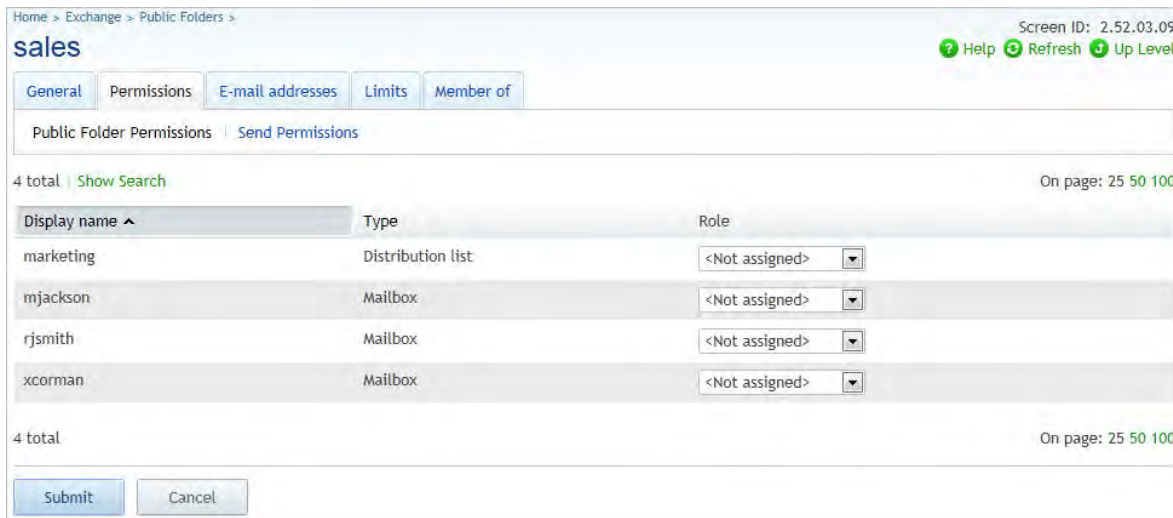
ID	Display name ^	Type	Role
3540328	All Exchange users	Distribution list	Reviewer

1 total On page: 25 50 100

- Public Folder Permissions:** This tab contains mailboxes and distribution lists that have been granted a role on this public folder. Any mailbox that is a member of a distribution list has the permissions assigned to that distribution list. Public folder permissions are defined when you grant permissions (below).
- Send Permissions:** This tab contains mailboxes and distribution lists that have been granted send permissions on this public folder. Send permissions are defined when you grant permissions (below).

7. To add public folder permissions, click the **[Add]** button.

The list of available mailboxes and distribution lists displays:



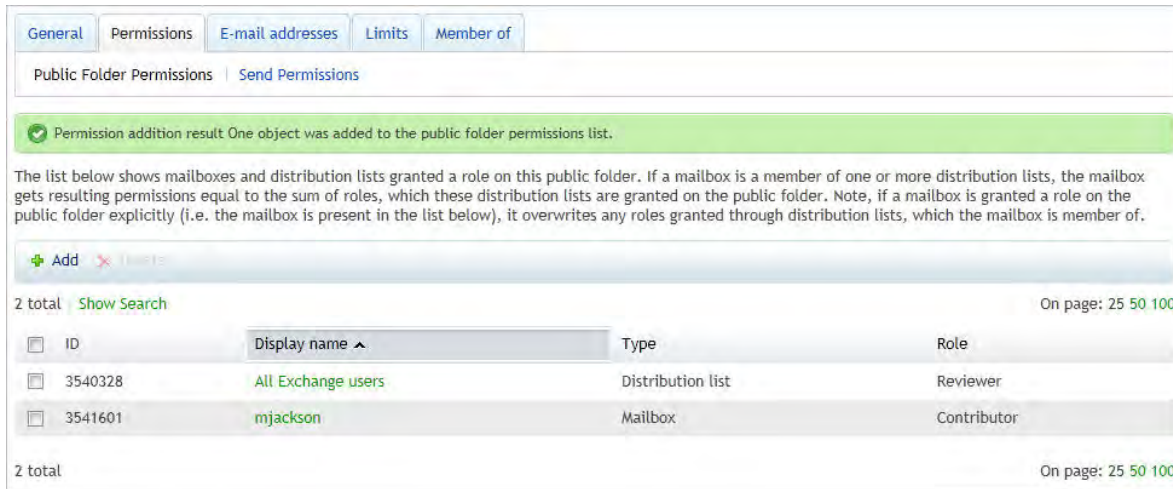
8. From the **Role** drop-down list beside the mailbox or distribution list to which you wish to grant permissions, select the appropriate role:



- **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.
- **Author:** Create and read items and files, and modify and delete items and files you create.

9. Click **[Submit]**.

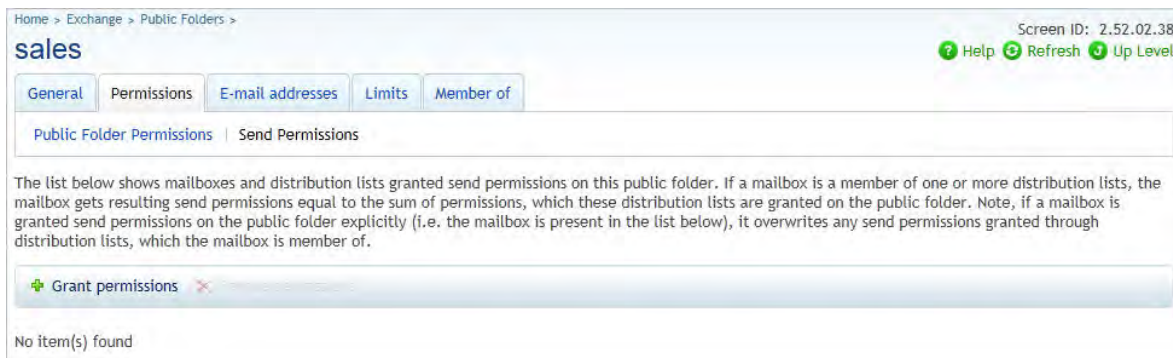
The permissions are assigned to the designated mailbox or distribution list and they are now included in the **Public Folder Permissions** list:



- To remove permissions, place a check in the checkbox of the mailbox or distribution list for which you would like to remove permissions and click [**Delete**].

The permissions are removed.

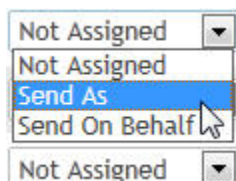
- To add or remove send permissions, select **Send Permissions** above the list.



- Click [**Grant Permissions**].

The list of available mailboxes and distribution lists displays.

- From the **Send permission** drop-down list beside the mailbox or distribution list to which you wish to grant permissions, select the appropriate permission:



- **Send As:** Allows the mailbox to use the [**From...**] button in Outlook and select this **Display Name** from the GAL in order to have email delivered with the Display Name and the Primary Email address of the organization unit selected.
- **Send On Behalf:** Allows the mailbox to use the [**From...**] button in Outlook and select this **Display Name** from the GAL in order to have email delivered that is “Sent on behalf of X by Y,” wherein Y=this mailbox and X=the selected mailbox or distribution list.

14. Click [**Submit**].

Permissions are granted, and the selected mailbox or distribution list is now listed in the **Send Permissions** list:

The screenshot shows the 'Send Permissions' section of the Apptix Control Panel. At the top, there are tabs for 'General', 'Permissions', 'E-mail addresses', 'Limits', and 'Member of'. Below these is a sub-tab for 'Send Permissions'. A green notification bar indicates '1 permission(s) were granted'. Below this is a text block explaining that the list shows mailboxes and distribution lists granted send permissions on this public folder. A table below lists the permissions:

ID	Display name	Type	Send permission
3541601	mjackson	Mailbox	Send As

At the bottom of the table, it says '1 total' and 'On page: 25 50 100'.

15. To revoke permissions, simply place a check mark beside the appropriate mailbox or distribution list and click the [**Revoke permissions**] button.

The permissions are revoked.