Opening Shared Folders

For shared folders, you must first know the name of the account the folder is shared from to be able to open it. It is best to communicate with the folder owner to ensure that the correct permissions have been set on all folders that are being shared. The following instructions will detail opening a shared folder online in Office 365.

First, login to Office 365: https://login.microsoftonline.com

Then, click Mail to open your Inbox. Right-click your primary inbox and select Add shared folder...

Type in the name or email address of the account that the folder was shared from.
The shared folder will appear under your Personal Archive in the navigation pane, where you will be able to open the folder tree and view the folders that you have been allowed permission to view.