# Share E-mail Folders

Share E-mail Folders

By Sharing E-mail Folders you allow your colleagues access to your e-mail folders, either for viewing or for modifying.

- Go to

  Unknown macro: {link-window}

  https://cp.emailarray.com
- Log in using your full e-mail address (user@domain.com) and current password.
- Click on the **Folders** icon
- Click on **Edit** icon (pencil) next to the folder you wish to share
- Click on the New Share button
- Select the user you wish to give permission to and the permissions users will have
- Click on the **Share button**

⚠ By default, your own account has full permissions on the folder you are editing. Make sure not to erase your own permissions or you will lose access to that folder

Removing permission on a folder

- Go to

  Unknown macro: {link-window}

  https://cp.emailarray.com
- Log in using your full e-mail address (user@domain.com) and current password.
- Click on the **Folders** icon
- Click on the **Edit** icon (pencil) next to the folder you wish to edit shares
- Click on the "**-**" icon (minus sign) next to the user you wish to remove the permissions for