3StepShare QuickStart Guide
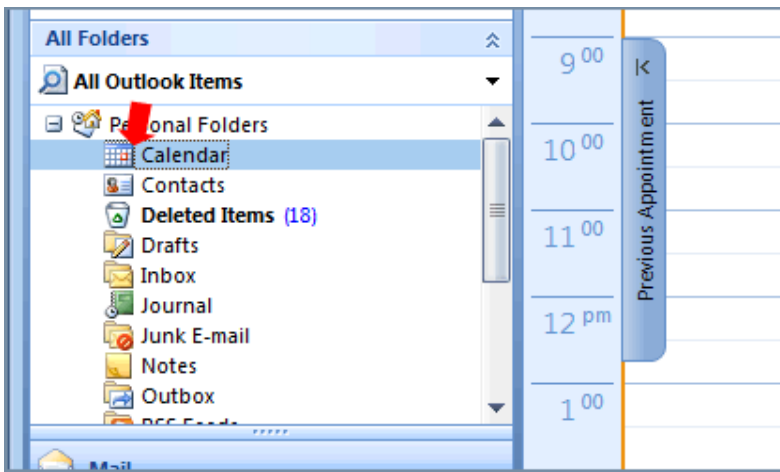Version 2.0.2.0 | 06.23.2009

1. Verify 3StepShare is installed on other users' computers

Verify that the 3StepShare plugin for Microsoft Outlook is installed on the computers of all other users that you wish to share Outlook folders. If one or more users you wish to share Outlook folders with do not have the 3StepShare Outlook plugin installed, please direct them to the 3StepShare website to download and install it at www.3StepShare.com/downloads/download.aspx.

2. Invite someone to share one or more of your Outlook folders

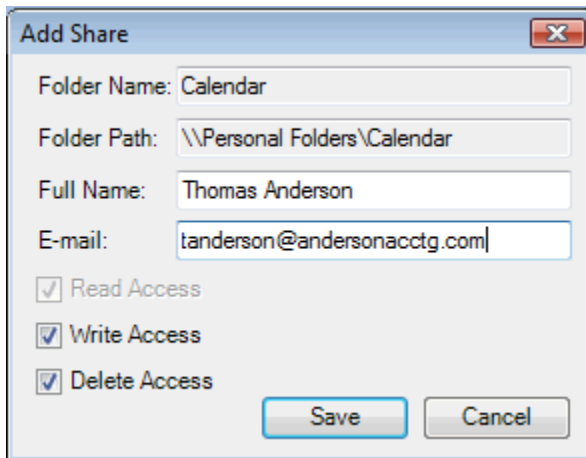a) Select an Outlook folder that you wish to share with another user (example: your **Calendar** folder).

b) Click on the **Share folder** icon in your Microsoft Outlook toolbar (this is added to the toolbar after you installed the 3StepShare plugin for Microsoft Outlook).
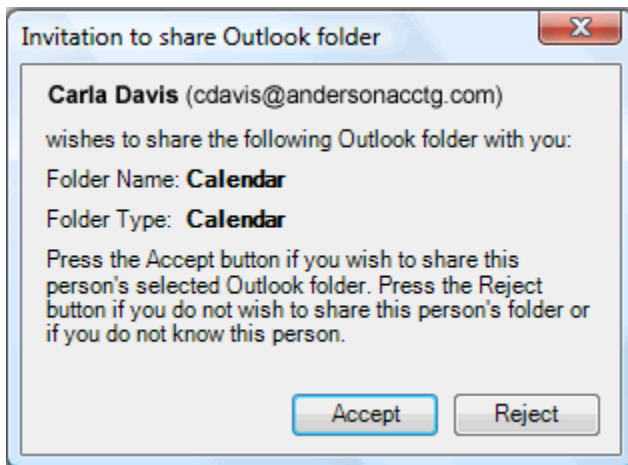

c) Type in the name and e-mail address of the person you wish to share the selected Microsoft Outlook folder; select the access rights you wish for them to have with the selected Outlook folder you are sharing; and click **Save**. (Doing

this sends an invitation to share the specified folder to the person at the email address you just entered.)
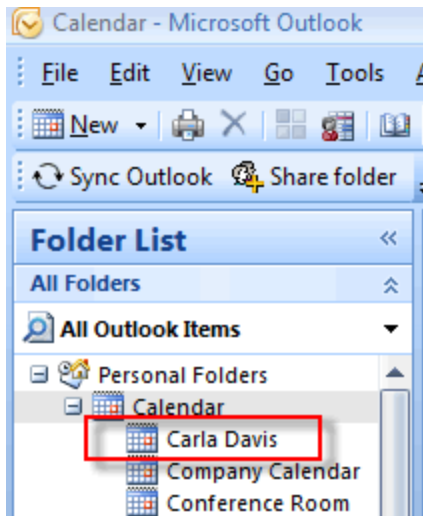

NOTE: Here is what the person you invited will see (or what you would see if invited to share someone else's Outlook folder with 3StepShare) when the email invitation is received...

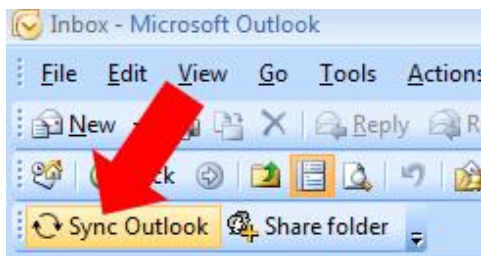## 3. Your selected Outlook folder is now shared!

Once the invitation to share one or more of your Outlook folder/s with another user has been accepted, the selected shared folder will be added to their Outlook folder list. Using the example screens shown above, Carla's shared calendar folder will now appear in Thomas' Outlook folder as shown in the example below:

In the example sharing scenario above, Thomas can now view Carla's calendar appointments, make changes to Carla's existing appointments, and add new appointments to Carla's calendar.

How often are shared folders updated between users?

By default, shared folders with 3StepShare will be checked and synchronized each time a user sends/receives email within Outlook. Any time you wish to publish updates from your Outlook installation to those Outlook installations in which you are sharing folders, simply click on the **Sync Outlook** icon on your Outlook toolbar and shared folder updates will be sent instantaneously.

Where can I get more details about using 3StepShare?

This guide contains the bare minimum of information a user needs to get started with sharing Microsoft Outlook calendar, contact, task and/or email folders using 3StepShare. To access the complete 3StepStep User Manual, click on the following link: 3StepShare User Manual.