

# Management of Public Folders

## Summary

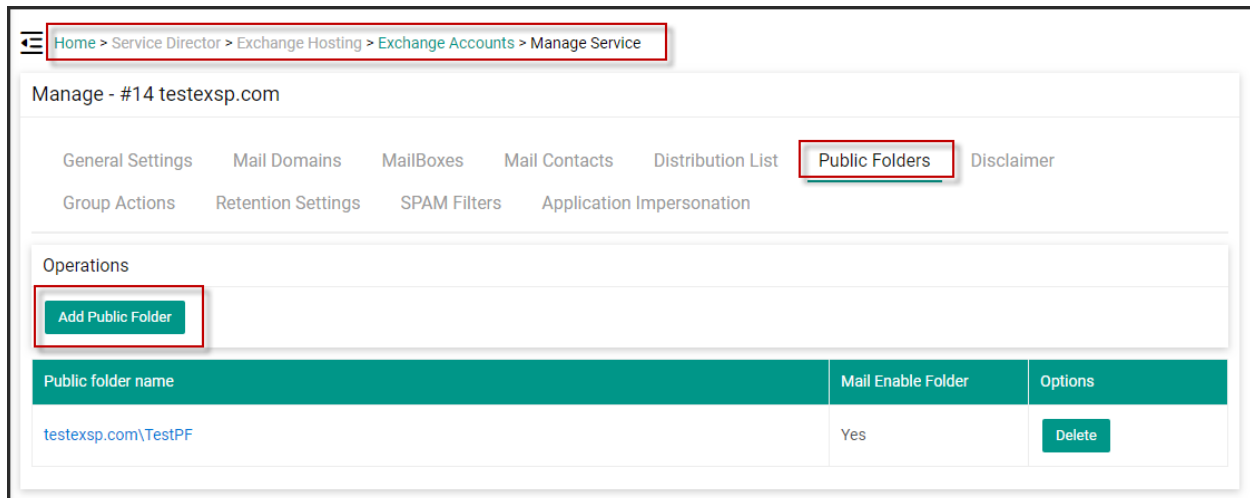
This article provide a summary on the management of public folders.

## Applies To

This article applies to all version of MachPanel.

## Creation & Management of Public folders

To create a new Public Folder, click on **Add Public Folder** Button and provide the required details for e.g. as shown below:



Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service

Manage - #14 testexsp.com

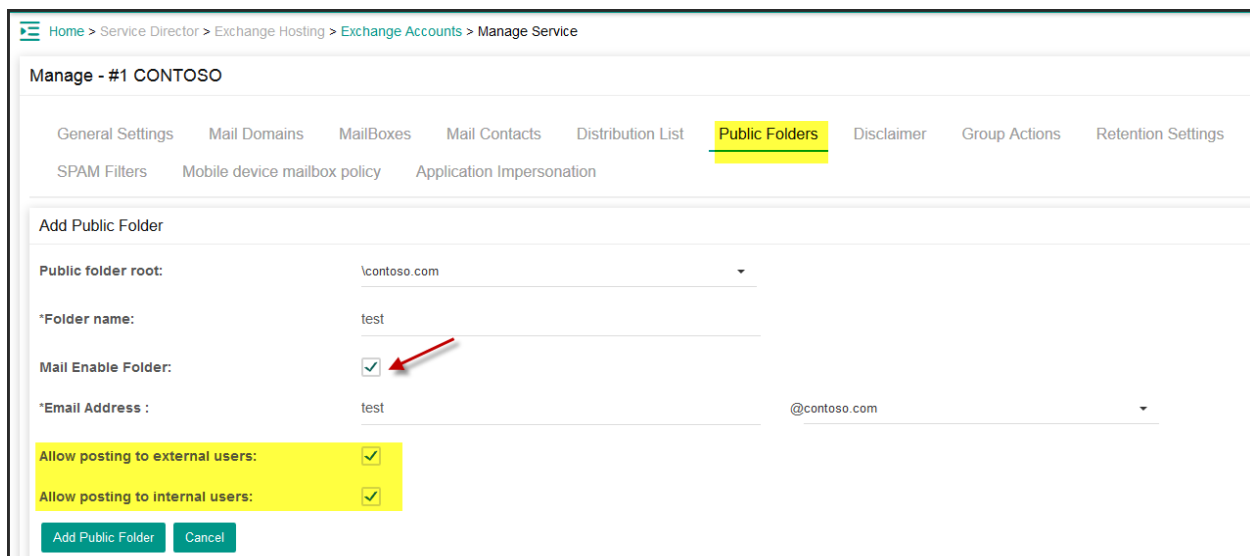
General Settings Mail Domains MailBoxes Mail Contacts Distribution List **Public Folders** Disclaimer

Group Actions Retention Settings SPAM Filters Application Impersonation

Operations

**Add Public Folder**

Public folder name	Mail Enable Folder	Options
testexsp.com\TestPF	Yes	Delete



Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service

Manage - #1 CONTOSO


General Settings Mail Domains MailBoxes Mail Contacts Distribution List **Public Folders** Disclaimer Group Actions Retention Settings

SPAM Filters Mobile device mailbox policy Application Impersonation

Add Public Folder

Public folder root: lcontoso.com

\*Folder name: test

Mail Enable Folder:  

\*Email Address : test @contoso.com

Allow posting to external users:

Allow posting to internal users:

**Add Public Folder** Cancel

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## Mail Enabled Public Folder

Mail Enable folder shows the following buttons:

- 1. General:** You can allow/disallow posting to the public folders. You can also allow/disallow posting to external users as well as internal users.

Public folder name: test

General | Email Address | Mail Flow Settings | Permissions

Public Folders

Public folder name: test

Size (MB): 0

Mail Disable Folder | Dis-allow posting to external users | Dis-allow posting to internal users

- **Add Permissions to Public folder posting:** Click on **Add Permissions** link under Public folder posting as shown in above snapshot:

Public Folder Posting

Add Permissions

MailBox	Permission Level	Options
testexsp_com Exchange SG (Group)	Reviewer	<a href="#">Edit</a> <a href="#">Disallow</a> <input type="checkbox"/> Apply changes to this public folder and all its subfolders

# Management of Public Folders



**2. Email address:** You can also add email addresses to it.

Public folder name: TestPF Go Back to Listing

General **Email Address** Mail Flow Settings Permissions

Email Address	Primary email	Options
TestPF@testexp.com	Yes	<span>Set as Primary</span> <span>Delete</span>

Add Email Address

\*Email Address : new @testexp.com

Add

**3. Mail flow Settings:** You can manage Email forwarding settings to mailboxes.

Public folder name: TestPF Go Back to Listing

General Email Address **Mail Flow Settings** Permissions

Email Forwarding

Enable email forwarding:

Forward to: 1  Deliver message to forwarding address and public folder

Limits

\*Max Sending Message Size Limit (MB):  Unlimited

\*Max Receiving Size Limit (MB):  Unlimited

Storage Quotas

Issue warning at (MB):  Unlimited

Maximum item size (MB):  Unlimited

Prohibit post at (MB):  Unlimited

## Management of Public Folders

**4. Permissions:** You can also adjust permissions such as **Send on Behalf** and **Send As**.

The screenshot shows the MachPanel interface for managing a public folder named "TestPF". At the top, there is a "Public folder name: TestPF" label and a "Go Back to Listing" button. Below this is a navigation bar with tabs for "General", "Email Address", "Mail Flow Settings", and "Permissions", with "Permissions" being the active tab. Under the "Permissions" tab, there are two sub-tabs: "Send On Behalf" and "Send As", with "Send On Behalf" being the active sub-tab. Below the sub-tabs is a search field labeled "Type to search". To the left of the search field is a "Selectable" list containing four email addresses: "1 - 1@testexp.com (Mailbox)", "2 - 2@testexp.com (Mailbox)", "3 - 3@testexp.com (Mailbox)", and "room - room@testexp.com (Mailbox)". The first address is selected. In the center, there are four arrow buttons: ">|", "<|", ">", and "<". To the right of these buttons is a "Selected" list, which is currently empty. At the bottom left, there is a "Save" button.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/52406/Management-of-Public-Folders->