

# Management of Public Folders

## Summary

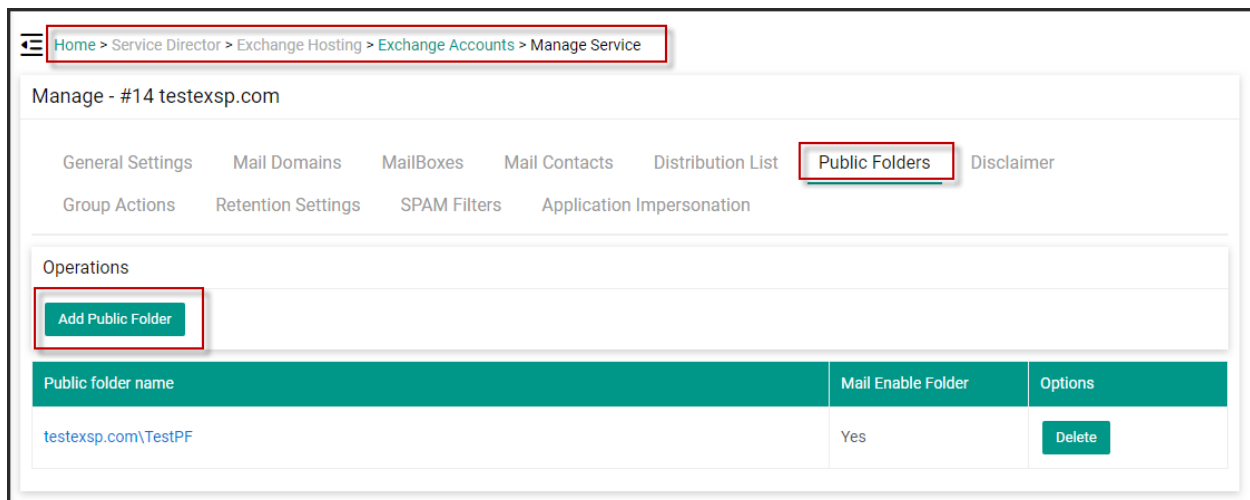
This article provide a summary on the management of public folders.

## Applies To

This article applies to all version of MachPanel.

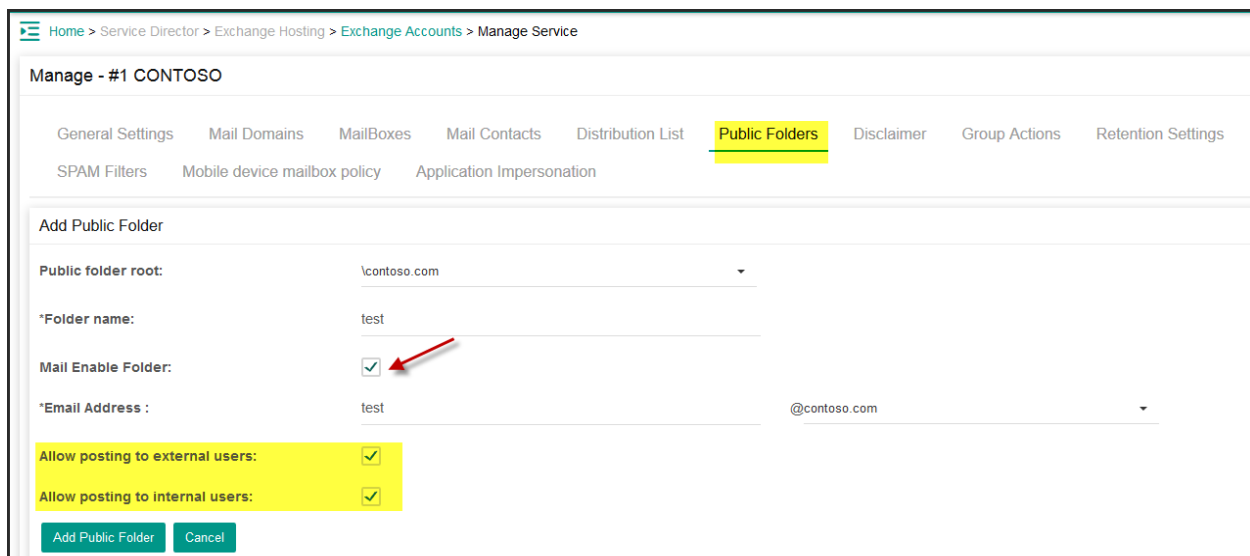
## Creation & Management of Public folders

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



The screenshot shows the MachPanel interface for managing a service named 'testexsp.com'. The breadcrumb navigation is 'Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service'. The 'Public Folders' tab is selected. In the 'Operations' section, the 'Add Public Folder' button is highlighted. Below it, a table lists existing public folders:

Public folder name	Mail Enable Folder	Options
testexsp.com\TestPF	Yes	<a href="#">Delete</a>



The screenshot shows the 'Add Public Folder' form. The breadcrumb navigation is 'Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service'. The 'Public Folders' tab is selected. The form fields are as follows:

- Public folder root: \contoso.com
- \*Folder name: test
- Mail Enable Folder: ☒ (highlighted with a red arrow)
- \*Email Address : test @contoso.com
- Allow posting to external users: ☒
- Allow posting to internal users: ☒

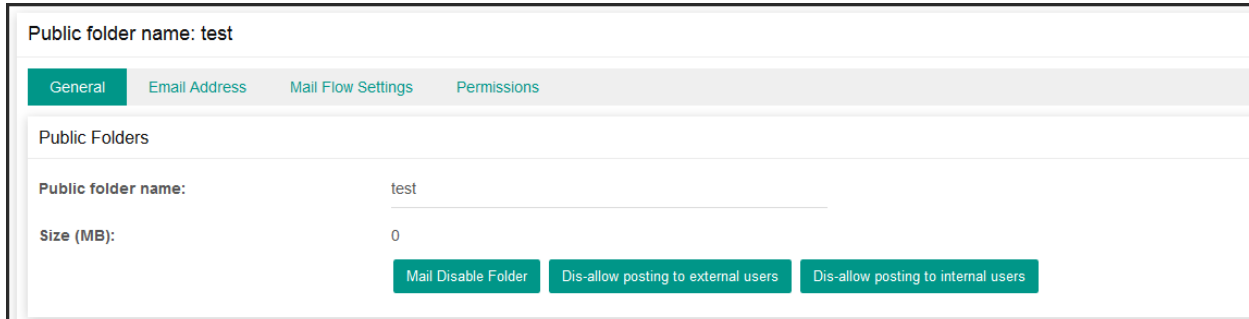
At the bottom, there are 'Add Public Folder' and 'Cancel' buttons.

## Management of Public Folders

### 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

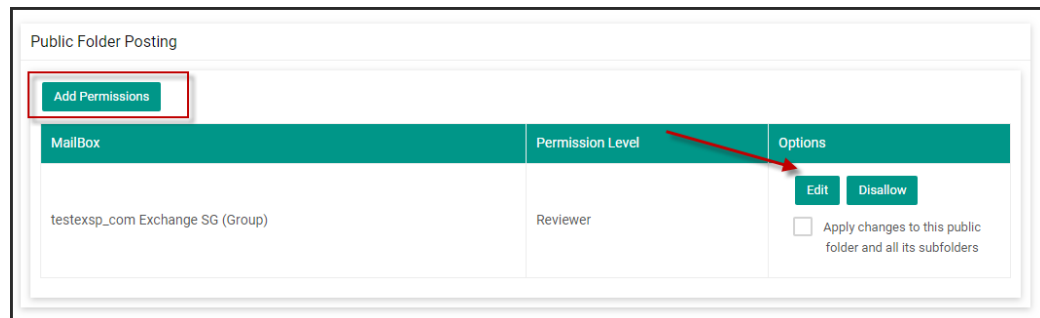
Public Folders

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	<div>Edit Disallow</div> <div><input type="checkbox"/> Apply changes to this public folder and all its subfolders</div>

## 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	<a href="#">Set as Primary</a> <a href="#">Delete</a>

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". The "Permissions" tab is selected, and the "Send On Behalf" option is chosen. A list of selectable users is shown, with "1 - 1@testexp.com (Mailbox)" selected. The "Save" button is highlighted.

Public folder name: TestPF Go Back to Listing

General Email Address Mail Flow Settings **Permissions**

Permissions:

**Send On Behalf** Send As

Type to search

Selectable

- 1 - 1@testexp.com (Mailbox)
- 2 - 2@testexp.com (Mailbox)
- 3 - 3@testexp.com (Mailbox)
- room - room@testexp.com (Mailbox)

Selected

Save

MachPanel Knowledgebase

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