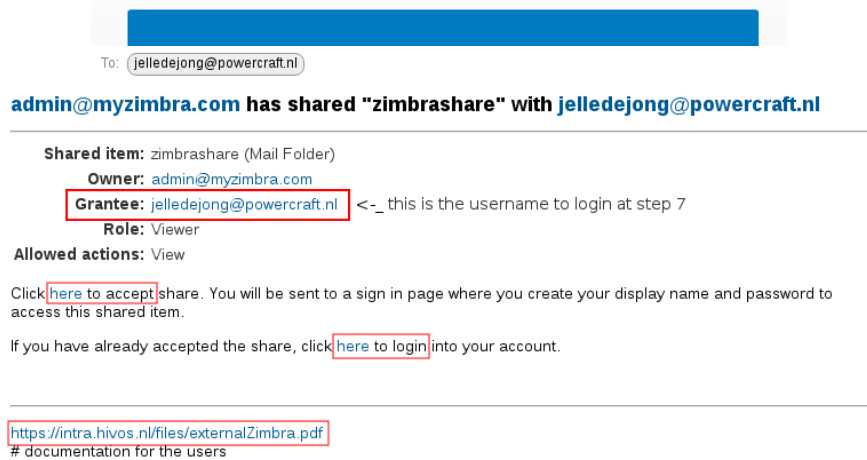


==== How to accept mail correspondence as external Hivos guest user ====

1. You received an email from a Hivos employee with a shared notification.
2. In this email press the "*Click here to accept share*" hyper-link to go to the sign-in page.



3. Fill in the display name for the share, this can be anything you want, the display name will be used to organize your own personal shared in-boxes.
4. Fill in a strong password with a minimum of 8 characters and a special character, if the password is not strong enough you will get a cryptic 500 error and you have to click "go back" in your web browser.

The screenshot shows the Zimbra registration page. It features the Zimbra logo (A SYNACOR PRODUCT) at the top left. Below the logo, there are three input fields: "Weergavennaam:" with the value "my\_zimbra\_share", "Wachtwoord:" (password), and "Bevestigen:" (confirm password). A "Registreren" button is located below the input fields.

5. Write the password down in a secure place, you will need it later to be able to login again.
6. To log in again, go to the original shared email notification from the Hivos employee and "*Click here to login into your account*"
7. Important! Use the email address the Hivos employee used as Grantee: <mail-address> in the original shared email notification. See the picture at step two.

The screenshot shows the Zimbra login page. It features the Zimbra logo (A SYNACOR PRODUCT) at the top left. Below the logo, there are two input fields: "E-mail:" with the value "jelledejong@powercraft.nl" (highlighted in yellow) and "Wachtwoord:" (password). There are two buttons: "Onthouden" (Remember me) and "Aanmelden" (Login).

8. Use the password you wrote down to login.
9. The shared mailbox will be available and you will have read-only permissions to the correspondence.