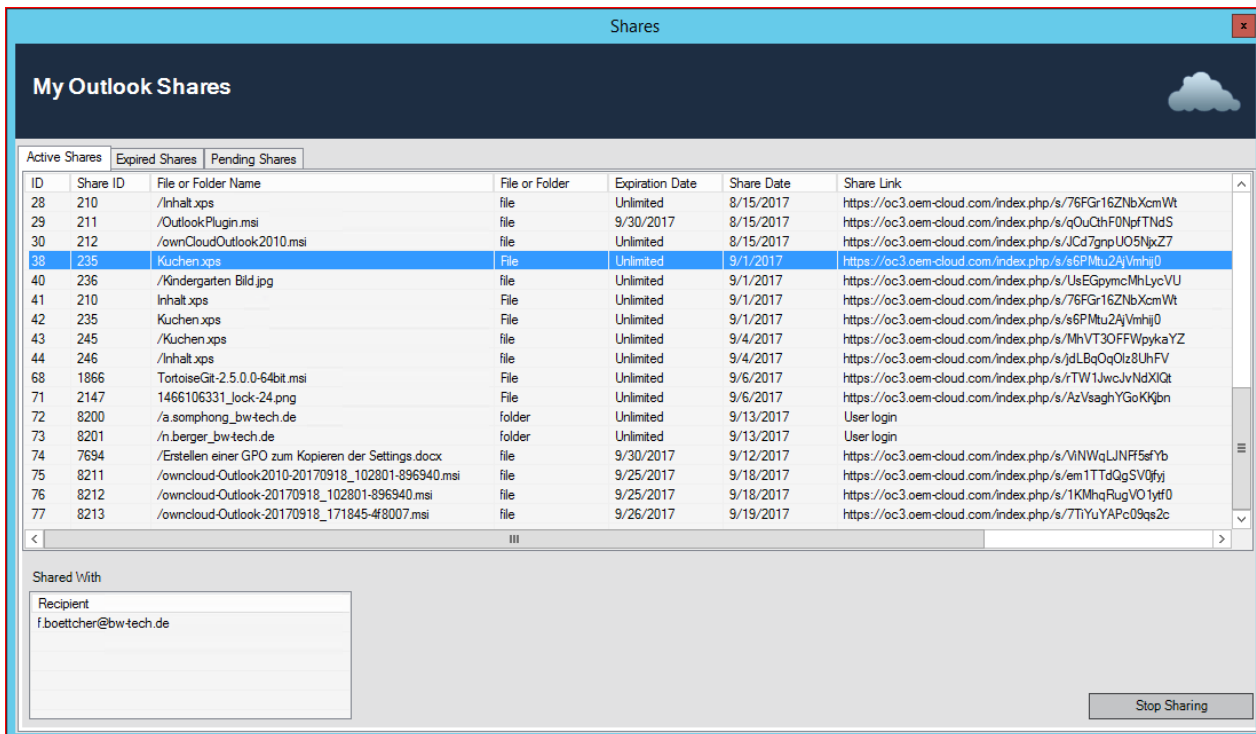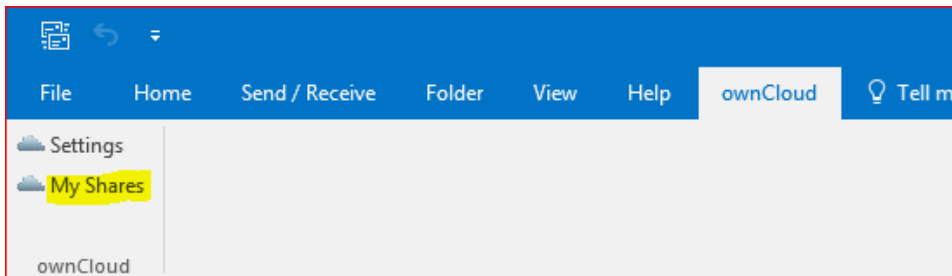# Outlook Add-In - My Outlook Shares

You can check the status of your shares

- Open the "My Shares"-window (Found in the Add-In Tab)

- Active Shares:
    - Shared file or Folder Name
    - Type of the share (file or folder)
    - Expiration Date of the share
    - Share Date
    - Link to the shared file/Folder
    - Recipient of the selected file or Folder share
    - Button "Stop Sharing" to stop the selected share
- Expired Shares
    - Shared file or Folder Name
    - Type of the share (file or folder)
    - Expiration Date of the share
    - Share Date
    - Link to the shared file/Folder
    - Recipient of the selected file or Folder share