How to Access a Public Folder in Outlook 2016 for Macintosh

1. With Outlook 2016 open, click the **Tools** menu, and then click **Public Folders**.

2. In the **Folder Browser** window, navigate through the public folder tree until you find the public folder you need to use. Select the public folder, and then click **Subscribe** on the toolbar.
3. The public folder will now appear in the calendar section of Microsoft Outlook.

If you have questions, please contact oet-help@udel.edu, use the help request form at www.oet.udel.edu, or call us at 302-831-8162.