How to Access a Public Folder in Outlook 2016 (Windows)

1. With Outlook 2016 open, click the ellipses icon from the bottom of the Outlook Navigation bar, and then select Folders.

2. Click the arrow to expand Public Folders. If multiple public folders are listed, choose Public Folders - yourUDelNetID@udel.edu.

3. Navigate the directories to locate the public folder you need to access. Select the public folder, and then click it with the right mouse button.
4. **Choose Add to Favorites...** from the drop down menu.

5. **Click Add.**
6. The public folder should now appear in the calendar section of Microsoft Outlook.

![Other Calendars]

If you have questions, please contact oet-help@udel.edu, use the help request form at [www.oet.udel.edu](http://www.oet.udel.edu), or call us at 302-831-8162.