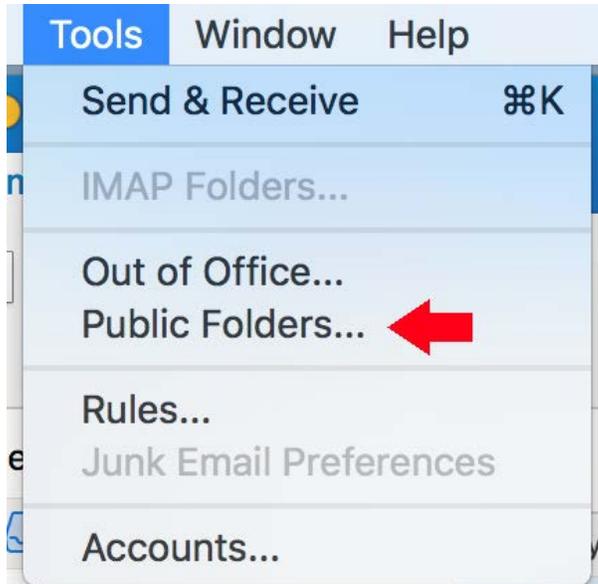
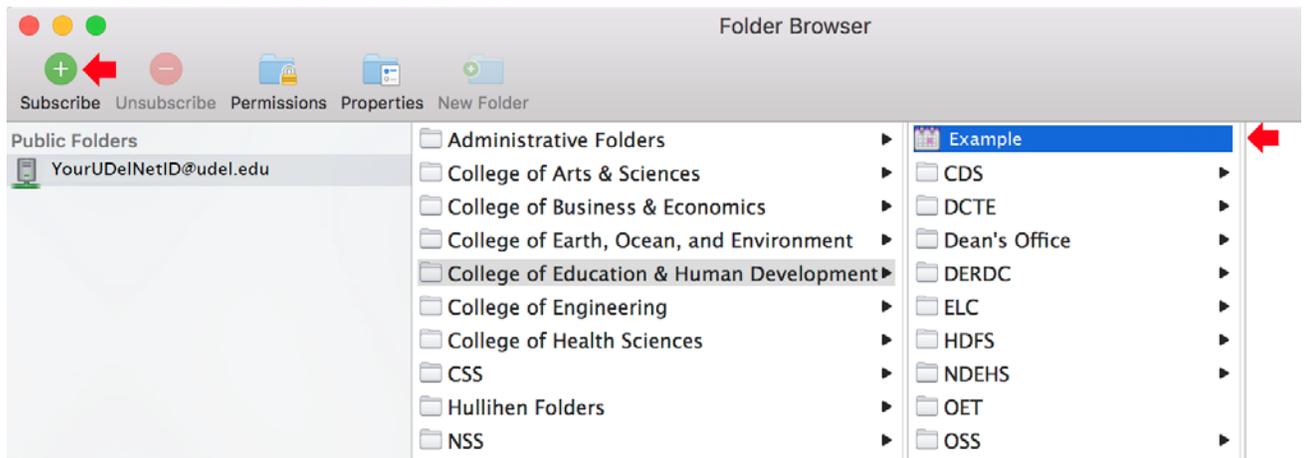


# How to Access a Public Folder in Outlook 2016 for Macintosh

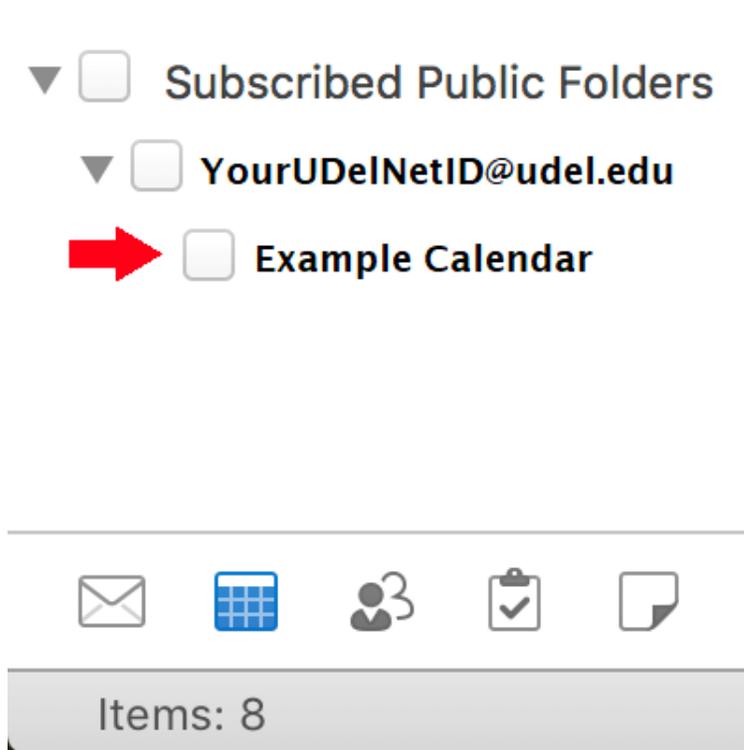
1. With Outlook 2016 open, click the **Tools** menu, and then click **Public Folders**.



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 appears in the calendar section of Microsoft Outlook.



If you have questions, please contact [oet-help@udel.edu](mailto: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.