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.

	Folder Browser		
+ = 💼	0		
Subscribe Unsubscribe Permissions Properti	es New Folder		
Public Folders	C Administrative Folders	🛗 Example	-
YourUDelNetID@udel.edu	College of Arts & Sciences	CDS	•
	College of Business & Economics	DCTE	•
	College of Earth, Ocean, and Environment	Dean's Office	•
	College of Education & Human Development		•
	College of Engineering	ELC	•
	College of Health Sciences	HDFS	•
	CSS •	DI NDEHS	•
	Hullihen Folders	OET	
	🗖 NSS 🕨	- OSS	•

3. The public folder will now appears in the calendar section of Microsoft Outlook.

Subscribed Public Folders			
VourUDelNetID@udel.edu			
🛑 📄 Example Calendar			
Items: 8			

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