## 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 <b>Ad</b>	d to Favo	<b>rites</b> fro	m the dro	op down	menu.
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▲ Public Folders - edelvall@udel....

- 🔺 🔜 All Public Folders
- 🛛 🔜 Administrative Folders
- E College of Arts & Sciences
- D 📑 College of Business & Economics
- Equation College of Earth, Ocean, and Envir...
- ▲ 🔜 College of Education & Human D...

🛺 Example		a
🖻 🔜 CDS		Open in New <u>W</u> indow
DCTE	•	New Calendar
🗅 🗾 Dean's Office		<u>O</u> verlay
🗅 🗾 DERDC	Ĩ	<u>R</u> ename Calendar
Þ 📫 ELC	-	<u>C</u> opy Calendar
🖻 🔜 HDFS	6	Move Calendar
🗅 🗾 NDEHS	×	Delete Calendar
📑 OET		Add to Favorites
Þ 📑 OSS		<u>S</u> hare ►
	e- 0-	<u>P</u> roperties

## 5. Click Add.

Add to Favorites	
Public folder	Add
Example	Add All
Favorite folder name:	Cancel
Example	
	Options>>

6. The public folder should 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 <u>www.oet.udel.edu</u>, or call us at 302-831-8162.