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**.
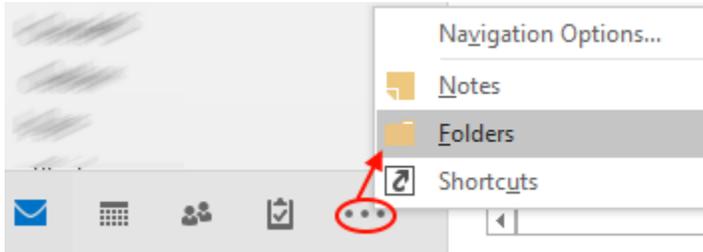
2. Click the arrow to expand Public Folders. If multiple public folders are listed, choose **Public Folders - *yourUDelNetID*@udel.edu**.
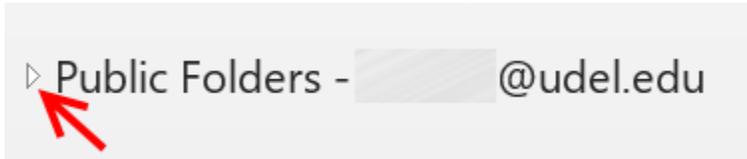
3. Navigate the directories to locate the public folder you need to access. Select the public folder, and then click it with the right mouse button.
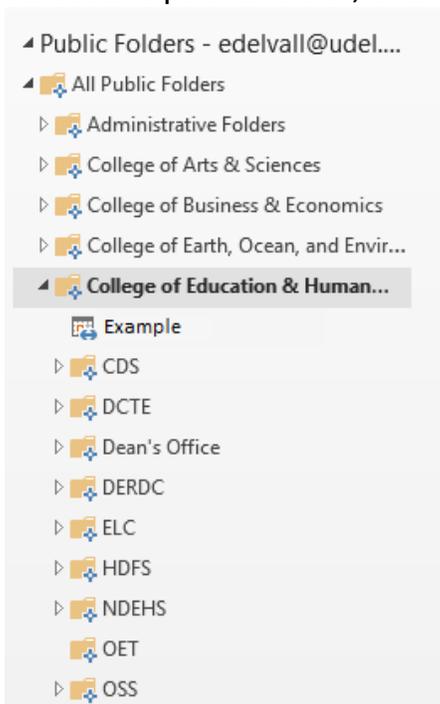
4. Choose **Add to Favorites…** from the drop down menu.
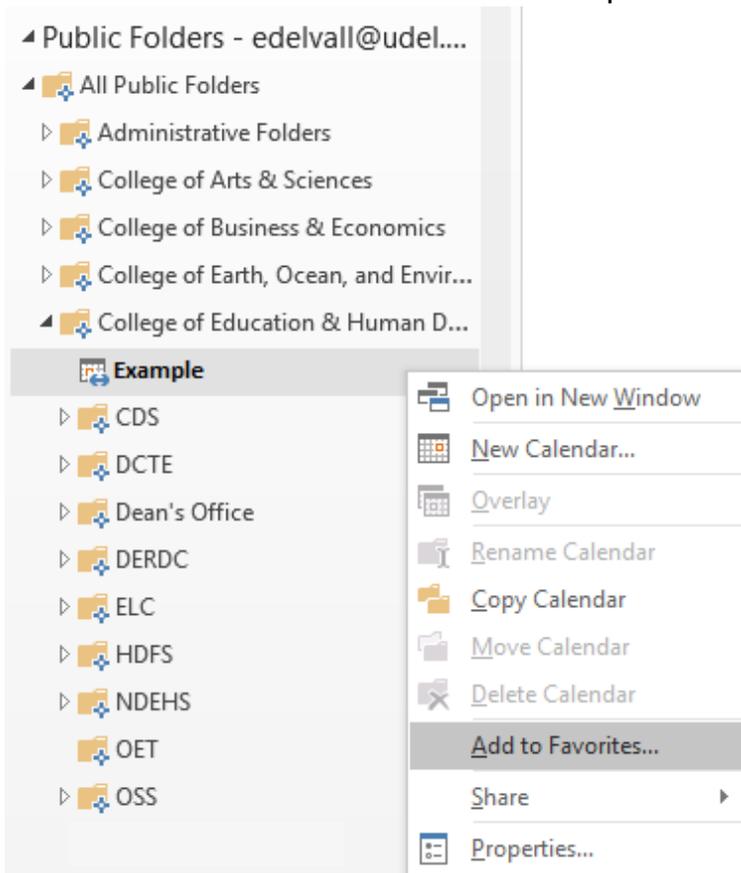
5. Click **Add**.
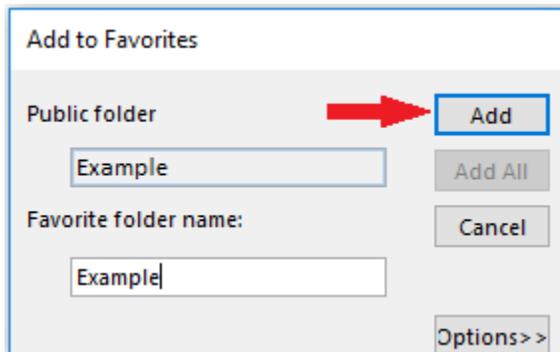
6. The public folder should now appear in the calendar section of Microsoft Outlook.
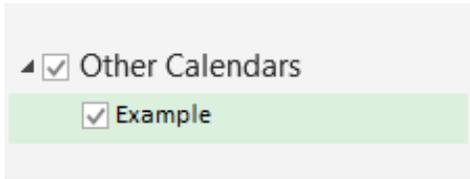
If you have questions, please contact oet-help@udel.edu, use the help request form at www.oet.udel.edu, or call us at 302-831-8162.