How to Access a Public Folders on the Outlook Web Application (OWA)

1. Log in to http://outlook.office.com/owa with your UDelNet ID, password, and the Microsoft Multi-Factor Authentication (MFA) code using the authenticator app on your phone.

2. Right-click **Favorites**, and then choose **Add public folder to Favorites**.
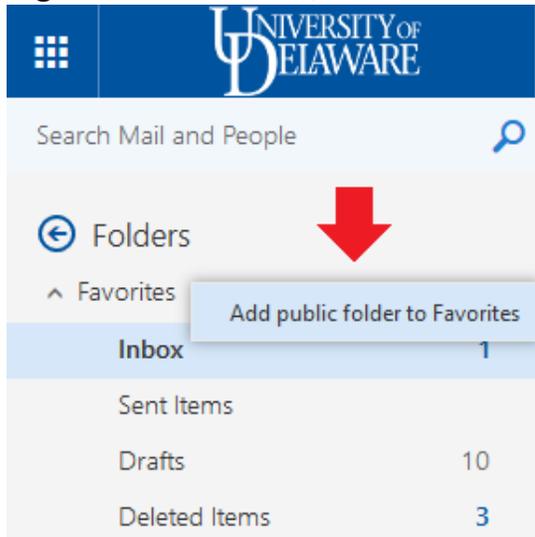
3. Navigate the Public Folder tree, and locate the public folder you need to access. Select the folder, and then click **Add to Favorites**.
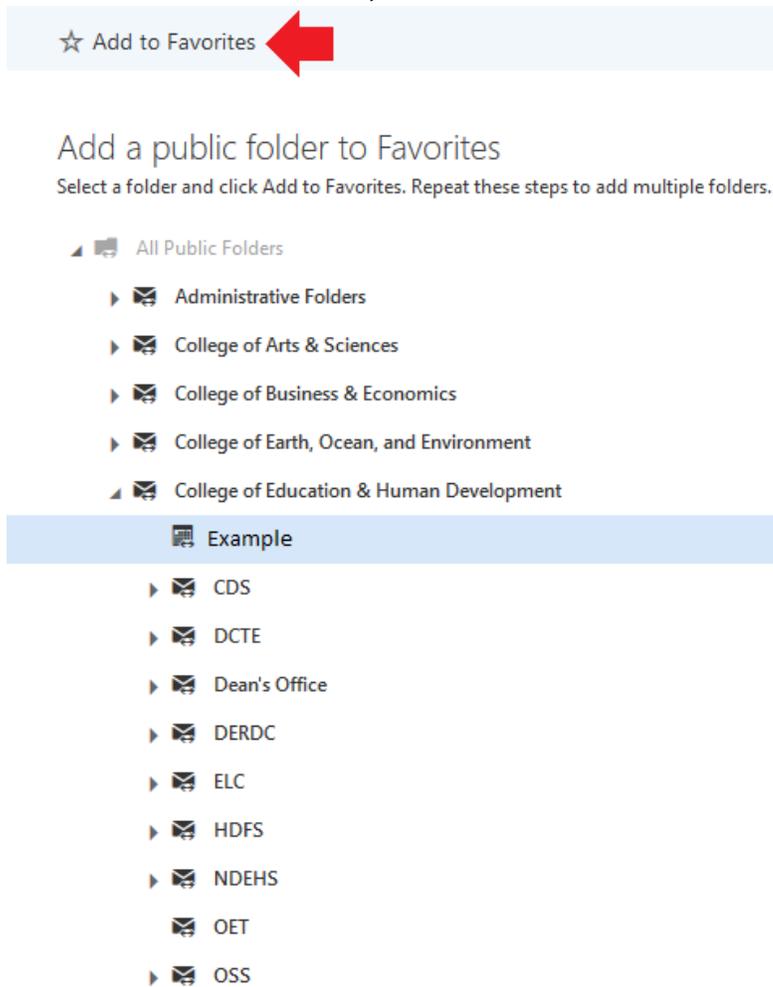
4. The public folder will now appear in the calendar section of Outlook on the web.

∧ Other calendars

    E   Example
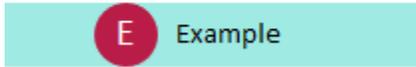
Please contact oet-help@udel.edu if you have any questions.