

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

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



Sign in

YourUDeI NetID@udel.edu

[Can't access your account?](#)

Next



edelvall@udel.edu

Enter code

 Please type in the code displayed on your authenticator app from your device

MFA Code

Don't ask again for 14 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify



← YourUDeI NetID@udel.edu

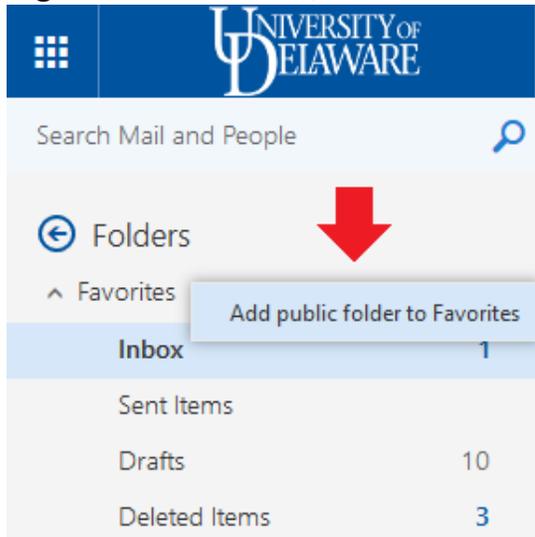
Enter password

UDeI Net Password

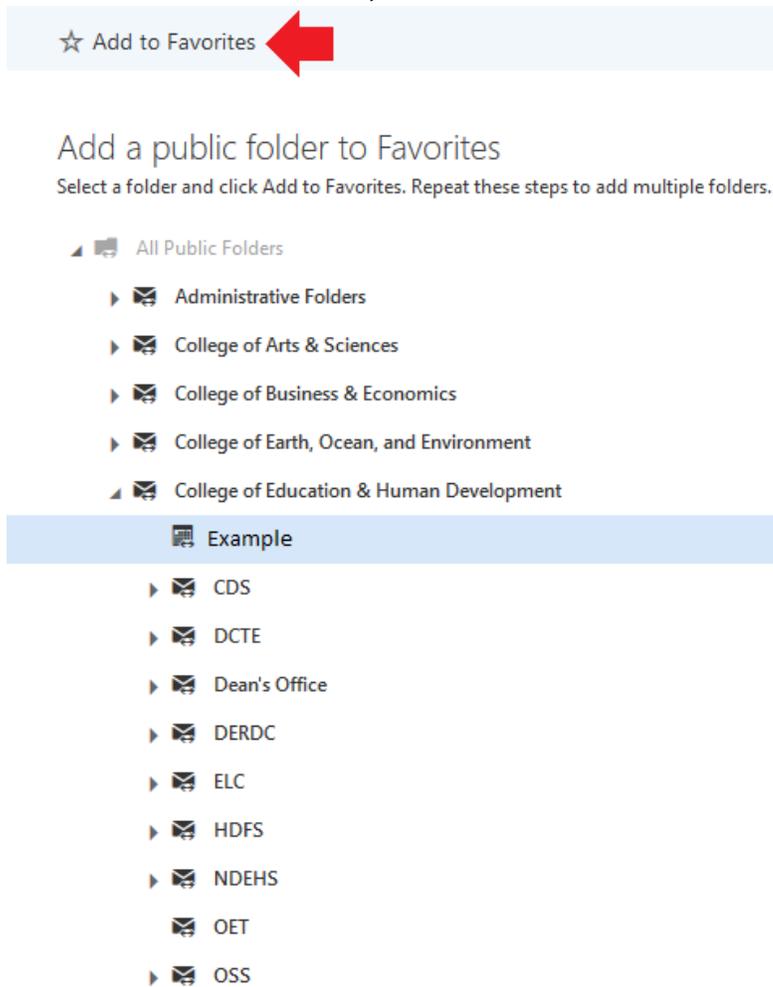
[Forgot my password](#)

Sign in

2. Right-click **Favorites**, and then choose **Add public folder to Favorites**.

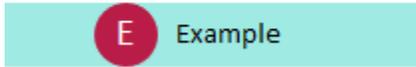


3. Navigate the Public Folder tree, and locate the public folder you need to access. Select the folder, and then click **Add to Favorites**.



4. The public folder will now appear in the calendar section of Outlook on the web.

^ Other calendars



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