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

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

Microsoft	UNIVERSITY of DELAWARE
Sign in	← YourUDelNetID@udel.edu
YourUDelNetID@udel.edu	Enter password
Can't access your account?	UDelNet Password
	Forgot my password
Next	Sign in
UNIVERSITY of DELAWARE	
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	

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**.

	☆ Add to Favorites		
Add a public folder to Favorites Select a folder and click Add to Favorites. Repeat these steps to add multiple folders.			
	All Public Folders		
	Administrative Folders		
	College of Arts & Sciences		
	College of Business & Economics		
	🕨 🙀 College of Earth, Ocean, and Environment		
	🖌 🙀 College of Education & Human Development		
	🐺 Example		
	EDS CDS		
	DCTE		
	🕨 🔀 Dean's Office		
	DERDC		
	ELC ELC		
	HDFS		
	NDEHS		
	OET OET		

🕨 🐹 OSS

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



Please contact <u>oet-help@udel.edu</u> if you have any questions.