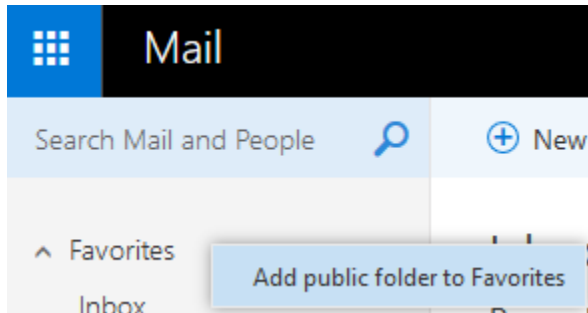
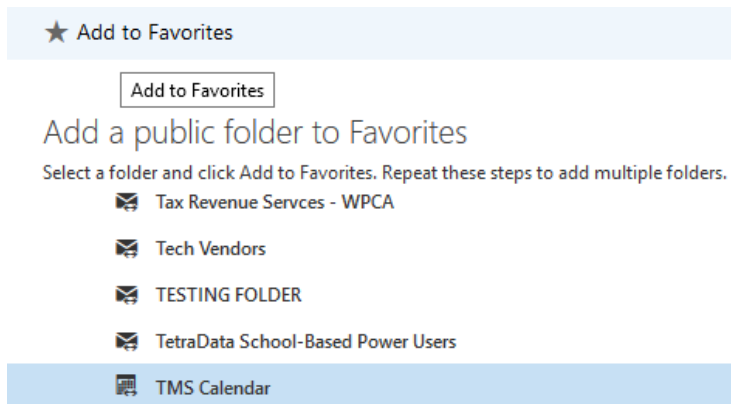


## How to View Public Folders in Outlook Web App 2016

In your mailbox, you will notice that you have a choice called “Favorites” in the upper left side of your mailbox. Right click “Favorites” and you will see a choice to “Add public folder to favorites”.



Select that and then a list of folders will appear to the right of that. Select the one you want and then click “Add to Favorites” at the top of the listing.










The public folder will add to your favorites and you can then access it from there. Please note that if your public folder is a calendar, it will show up on the calendar page and NOT on the favorites on the main screen.

If you need to view subfolders, click the arrow next to your public folder to find the subfolder to add to favorites.

### Add a public folder to Favorites

Select a folder and click Add to Favorites. Repeat these steps to add multiple folders.

- ▶  BOE EL Accommodated Lessons
- ▶  BOE Elementary Literacy Curriculum
  - ▶  DAILY 5 RESOURCES
  - ▶  GRADE 1 UPDATED UNITS OF STUDY
    - ▶  Grade 1 Additional Resources
  - ▶  GRADE 2 UPDATED UNITS OF STUDY
  - ▶  GRADE 3 UPDATED UNITS OF STUDY

To remove a favorite, choose it in the list of favorites, right click and then select “Remove from favorites”.

