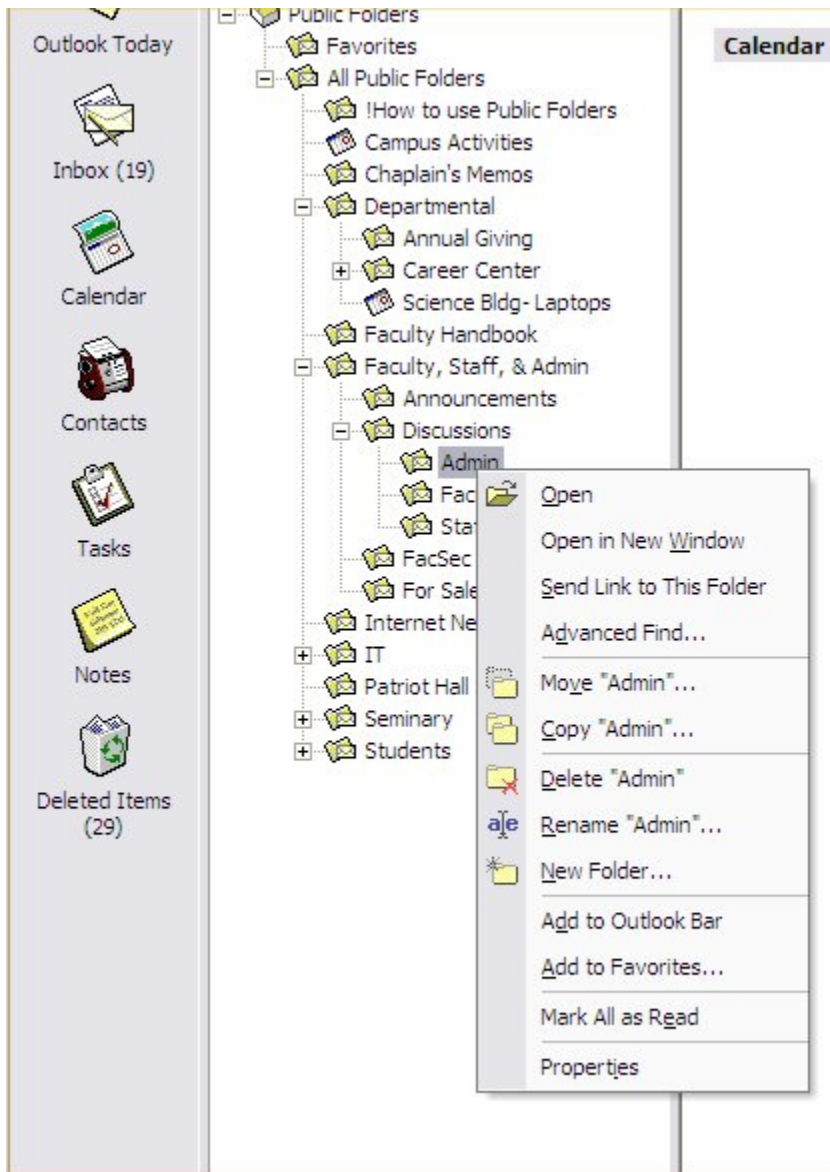


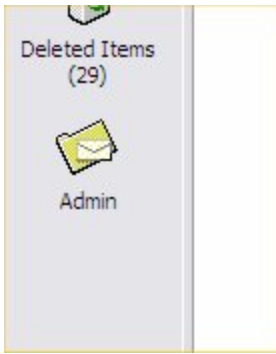
How to add a shortcut to a Public Folder to your Outlook Bar

Adding a shortcut to a Public Folder not only allows you quick access but you can see if and how many new messages are there.

Here is how to add a shortcut to your Outlook Bar



Right click on the folder you would like to make a shortcut for
An option list will appear
Select **Add to Outlook Bar**



You will now have a shortcut in your Outlook Bar
That's it!