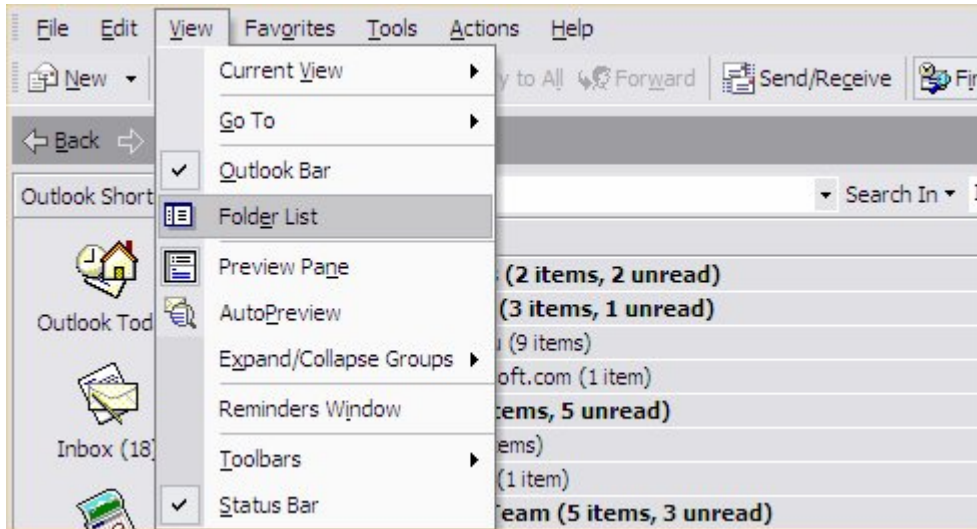
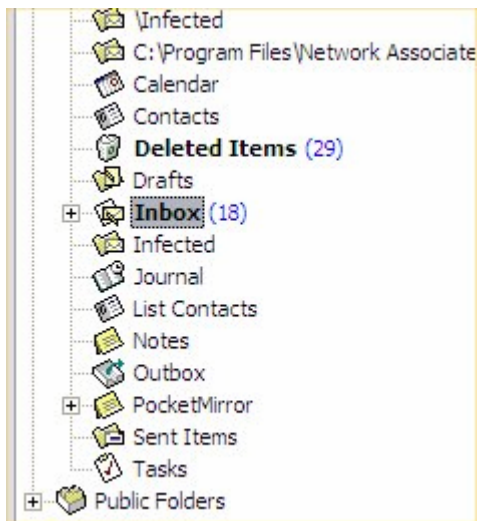


How to use Public Folders for Outlook users

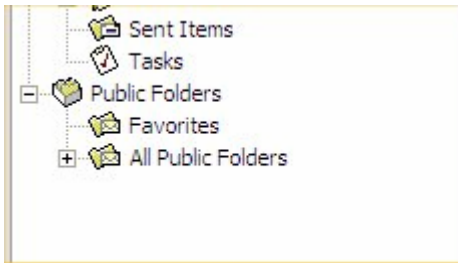
In order to use Public Folders you must be able to see them. The first step in doing that is making sure you have your folder list view setup. Some may already have this.



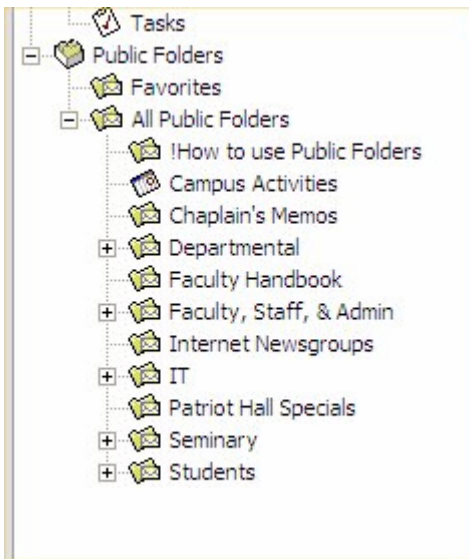
In Outlook click on the **View** option at the top of the screen. Then click **Folder List**.



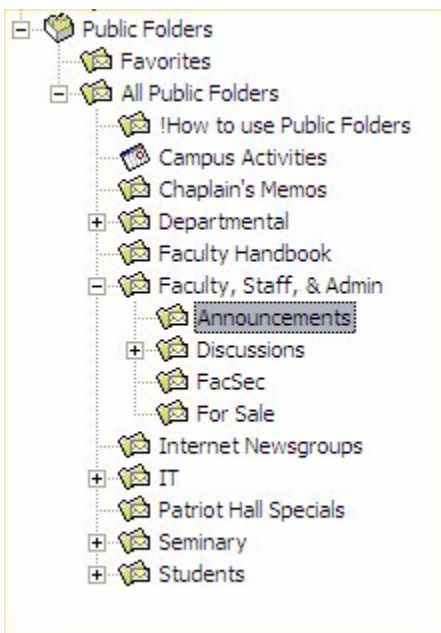
Click the “+” next to Public Folders to expand the selection



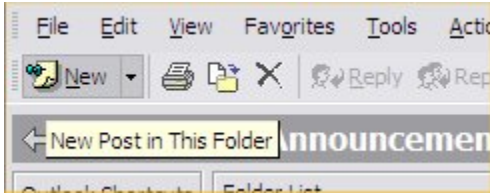
Click the “+” next to All Public Folders to expand the selection



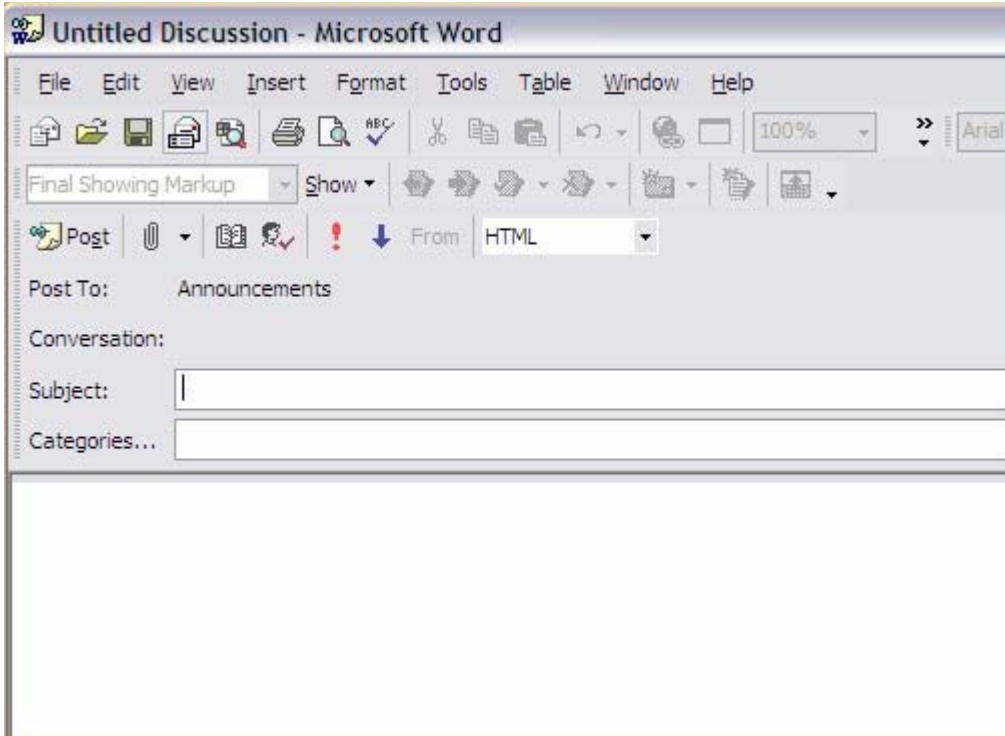
Continue expanding selections until you get to the one you are looking for
Only folders that you have permissions for will be visible



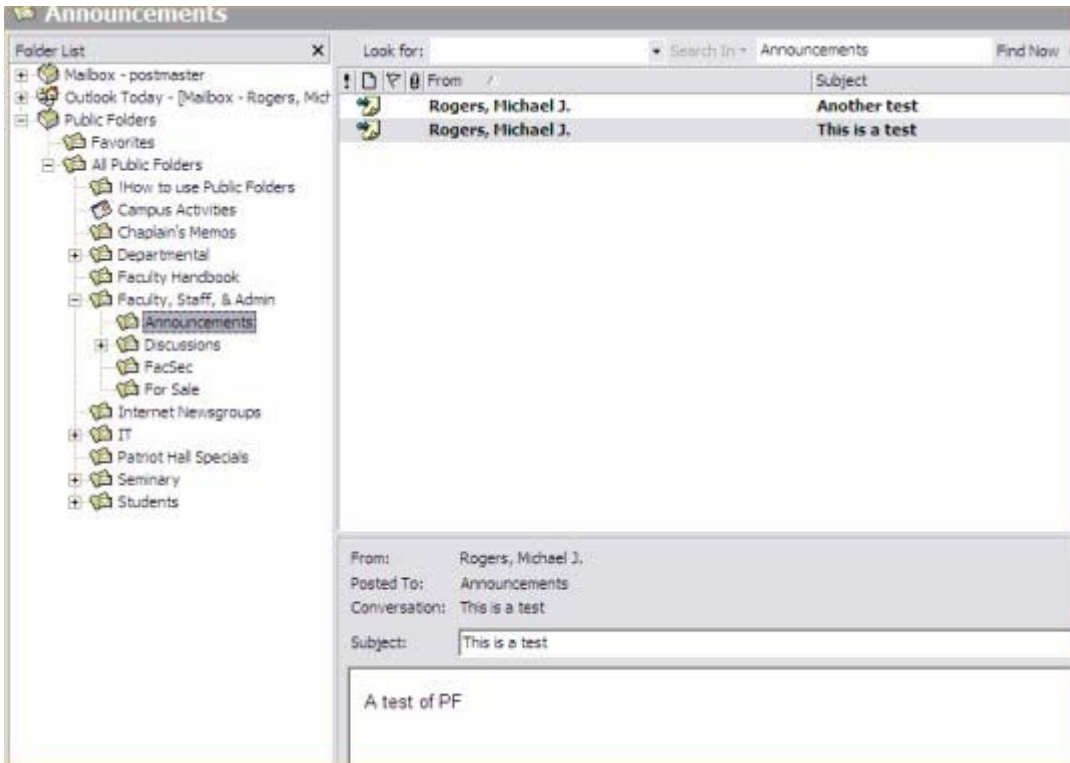
Highlight the folder you would like to post in



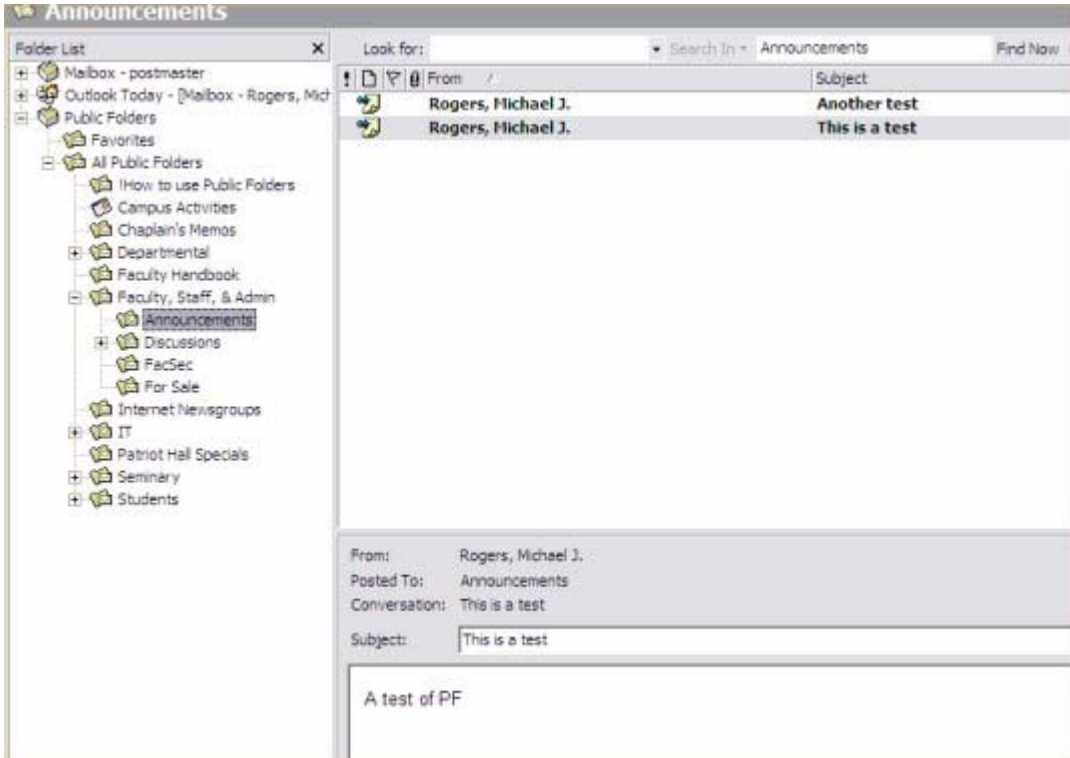
The button you normally click to create a new email message will have changed
Instead of creating an email you will be creating a post
It is very similar to creating an email



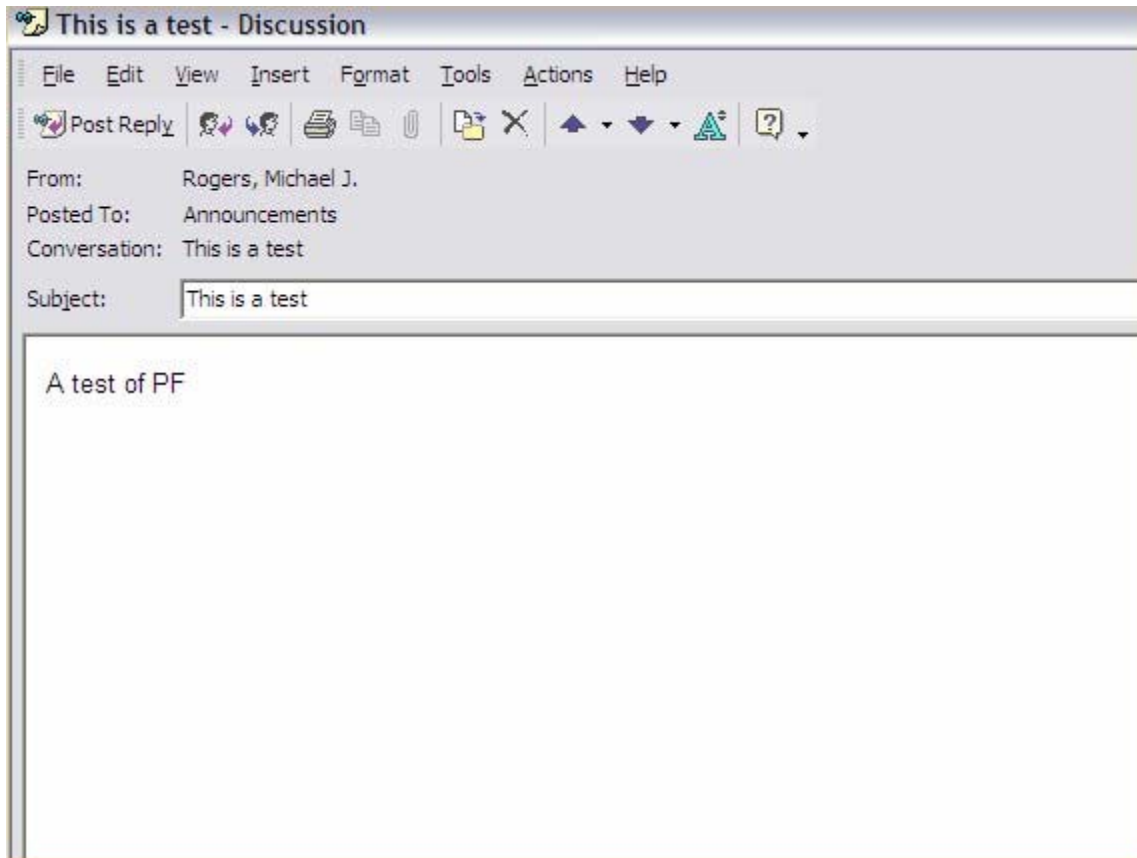
Fill out the subject and message body just like you would in an email
Click **Post** to submit your message



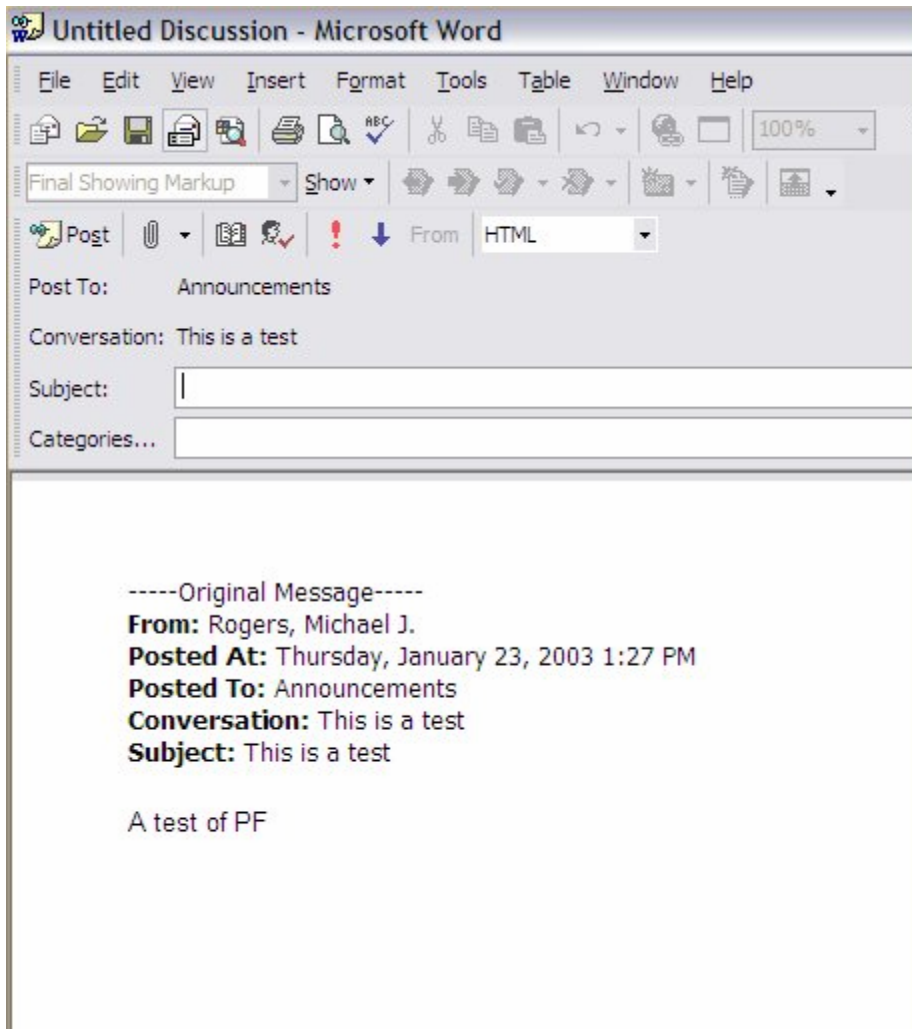
You will now see your message in the list of posts



To read or reply to a post double click one like you were opening an email message



The message will open
Click **Post Reply** to reply to the post



Now you can type your reply and post it just like replying to an email

There are many other features available that are beyond the scope of this document. However, most of these features are very similar or the same as what you use everyday when composing email messages.