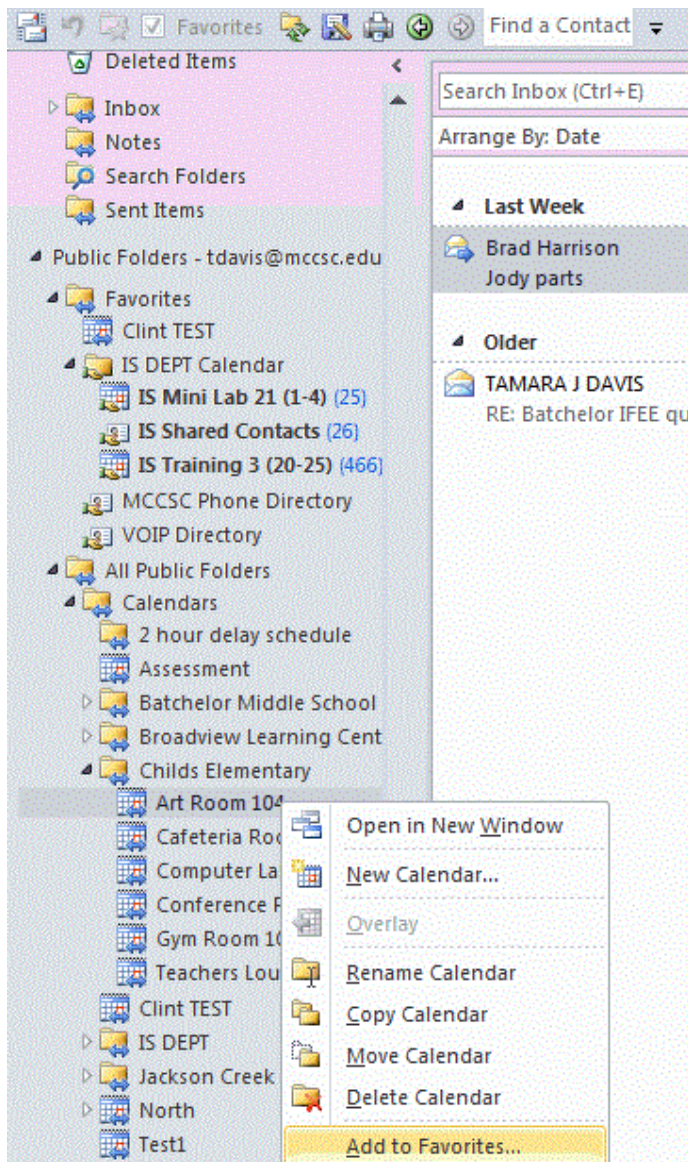


SETTING FAVORITES IN PUBLIC FOLDERS WITHIN MICROSOFT OUTLOOK

1. Browse to Public Folder
2. Right Click, and Choose Add to Favorites



3. Click on Options, Check Subfolders, Add subfolders of this folder & Automatically add new subfolders, Click Add

Add to Favorites

Public folder name:

Favorite folder name:

Subfolders

Add subfolders of this folder

Add immediate subfolders only

Add all subfolders

Automatically add new subfolders

Add immediate subfolders only

Add all subfolders

Location

Add as top-level favorite

Add as a subfolder of the following folder:

4. If you selected a Calendar or Contact List
5. Go to The Calendar or Contact Button Within Outlook
6. You will now see your Public Folder Listed under Other Calendars, or Other Contacts

