

1. Located and right click on the public folder.
2. Select "[Open in New Window](#)".
3. After the new windows opens, click on Favorites in the browser, and in the Favorites pane to your left, click the add button to add the "url" to your favorite list.
4. Position the windows so that you can drag the newly created favorite from its list to the MS desktop.
5. Log out of the web access and close the browser.
6. Double click on the Public Folder icon on your desktop. Enter your UAMS domain account to get into the public folder.
7. Be sure to "log out" and close the browser when finished.

Note: Accessing the public folder through the web interface is not like accessing the public folder on your desktop via the client. The securities are much stronger on the web. You will have to close the public folder and go back into the web access to view your inbox (hence, the separate window to get the url address/link).