

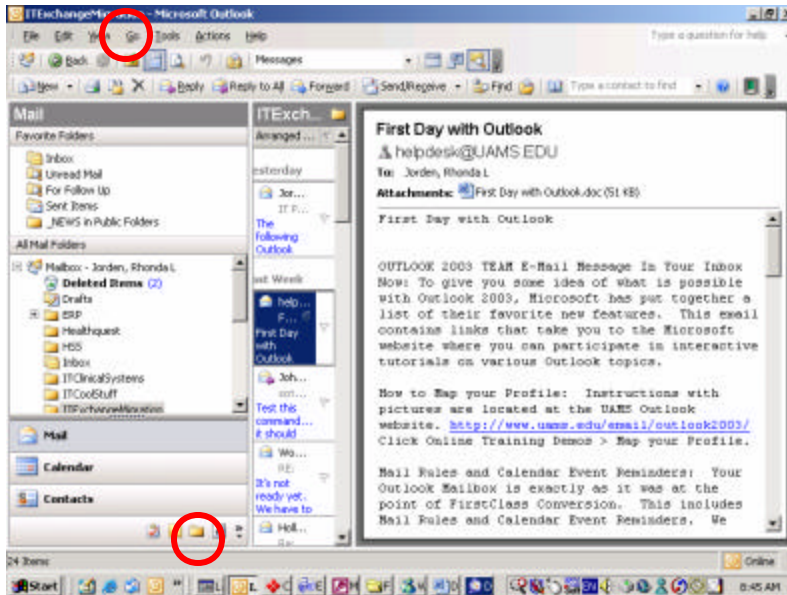
Viewing Outlook Public Folders – Conferences

To access Outlook Public Folders you must activate the Folder List view. Here are 3 ways to active this view:

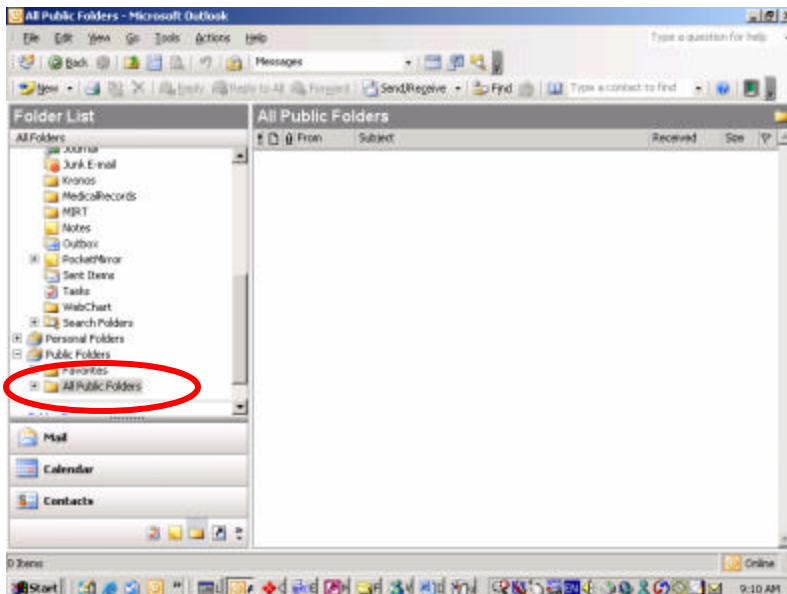
Go > Folder List

Ctrl + 6

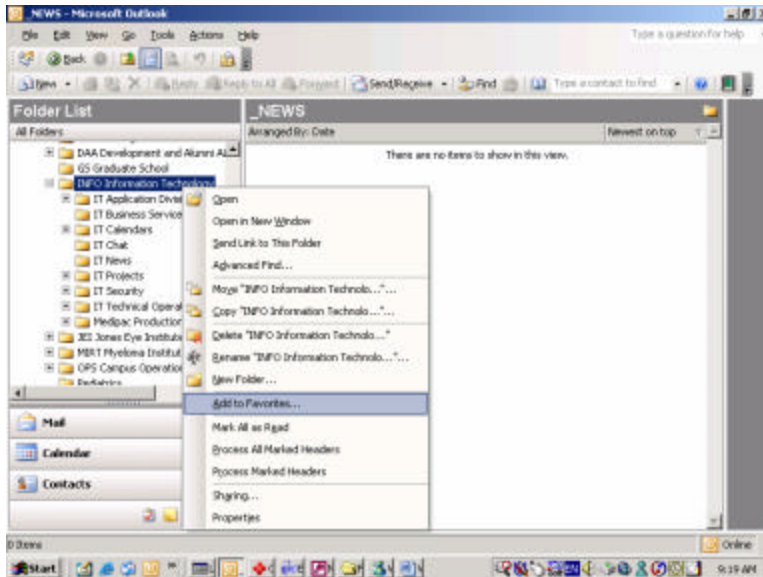
Folder List Icon (located at bottom left of Outlook window)



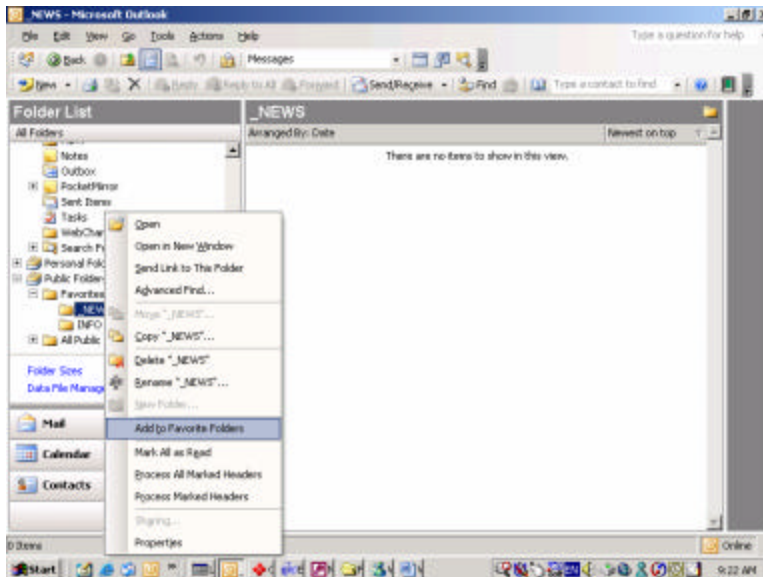
Once in Folder View scroll down to Public Folders > All Public Folders > Click the + to expand Public Folders



To place a public folder in Public Folder Favorites, select the public folder > right mouse click > Add to Favorites



To place a Public Folder Favor in your Folder Favorites, select the favorite public folder > right mouse click > Add to Favorite Folders



Once added to Favorite Folders you can easily view the folder without scrolling through the entire Public Folder list.

