

## Adding Public Folders to Outlook

### What

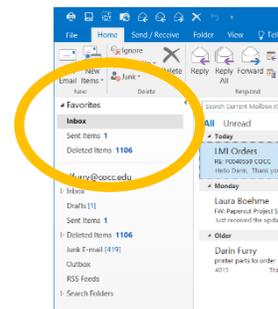
Outlook has folders where college or department announcements are posted. For convenience, it's nice to have these folders show up in your "favorites" listing so you don't have to dig for them every time. Here's how to add folders to Favorites.

Note – Three folders are important for you to have:

- COCC Headlines – Official campus news announcements to staff.
- Bobcat Community – Announcements from departments, employees, and committees.
- Breakroom – Fun, casual announcements

### Where

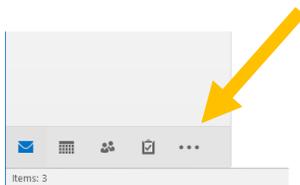
The favorites folder appears at the top left corner of Outlook.



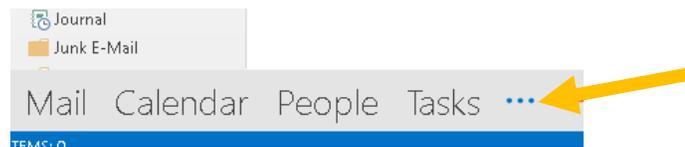
### Information

#### How to add folders using Outlook

STEP 1 - Go to the lower left corner of the Outlook window and select (click on) the three dot icon.

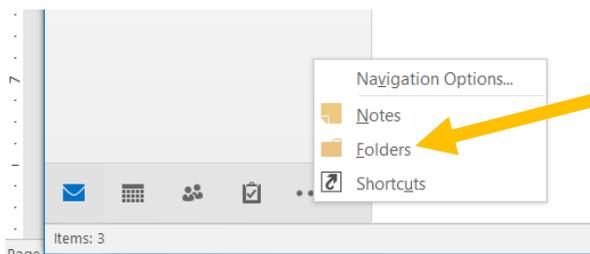


Outlook 2016

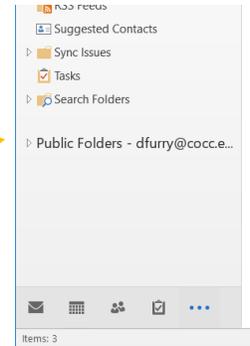


Older versions of Outlook

STEP 2 - A popup will appear. Click on "Folders"

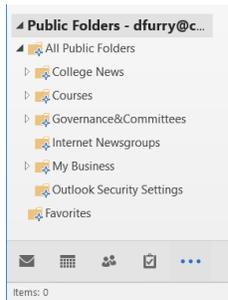


STEP 3 – Notice that “Public Folders” now appears on your list:

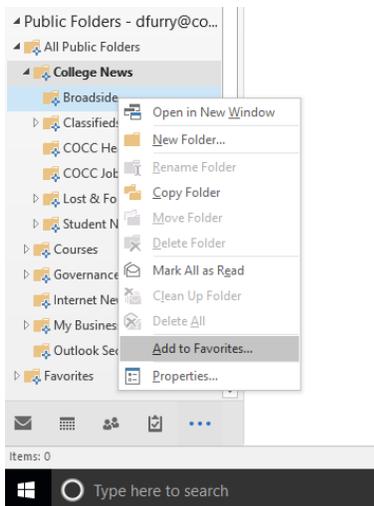


STEP 4 – Click on the little triangle to the left of the words “Public Folders”

STEP 5 – Click on the little triangle to the left of the words “All Public Folders”. You now see all the folders available that you can choose from. By clicking on the little triangles, you can open up folder groups to get to the goodies inside.



STEP 6 – To add a folder to your favorites list, right click on that folder and select “add to Favorites”

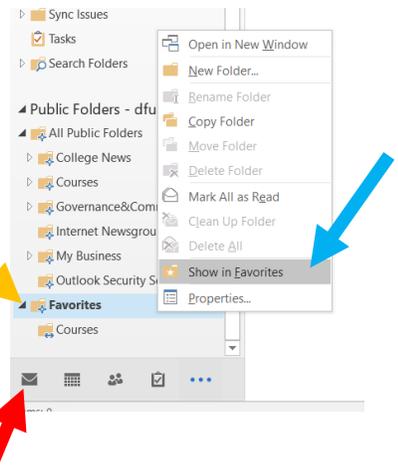


STEP 7 – So start adding all the folders you want on your Favorites list. Once that’s done, there’s one final task you need to do.

STEP 8 – Now that you have your list of Favorites, you need to toggle each Favorite so it shows up in your normal Outlook view and it will show up in Outlook Web Access (OWA). At the bottom of the Public Folders listing, you'll see a "Favorites" folder with that familiar little triangle. Click on the triangle to display all the folders you've added. (yellow arrow)

STEP 9 – One by one, for each of the folders you've added, right click and select "Show in Favorites". (blue arrow)

STEP 10 – When you are done, click on the little mail icon (red arrow) or, in older versions of Outlook, the word "mail". Now you should see your favorites on the top left corner of your screen. Remember, these settings will follow you to Outlook Web Access (OWA).



#### *How to add folders using Outlook Web Access (OWA)*

This is how to do the previous process, but using OWA. Any folders added to OWA will also appear in your regular Outlook.

STEP 1 – Log on to OWA.

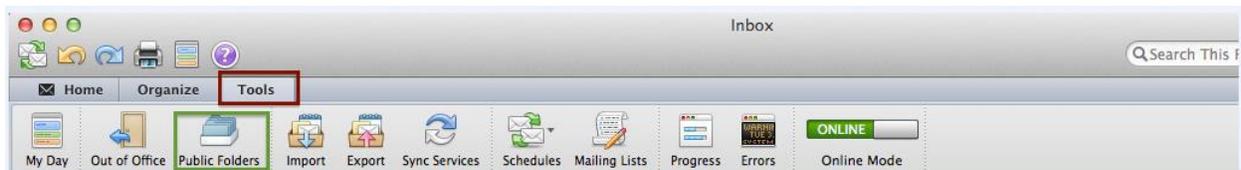
STEP 2 – On the left hand side of the screen, right click "Favorites". A pop-up box appears, so click on "Add Public Folder to Favorites".

STEP 3 – Click on the folder you wish to add, which will highlight it. To finish, at the top of the screen is a star followed by "Add to Favorites". Click on that text and the folder will be added.

- You can only add a folder one at a time.
- Some folders have subfolders inside. So if you can't find what you want, click on the little triangles to expose the subfolders.

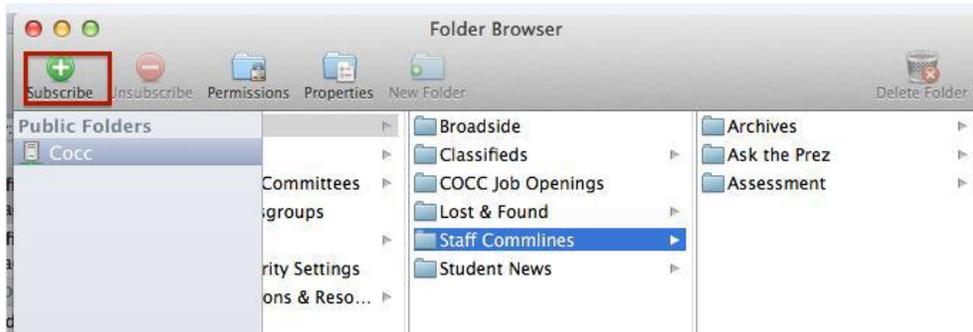
#### *How to add folders using Outlook for Mac*

STEP 1 – In the ribbon bar, select the "Tools" tab, then click on "Public Folders"



STEP 2 - In the Folder Browser window, navigate through the public folders tree until you locate the folder you need to access. Highlight the public folder, then click on “Subscribe.”

- You will have to add folders one by one.



STEP 3 – Once you’ve added all your folders, close the Folder Browser window.