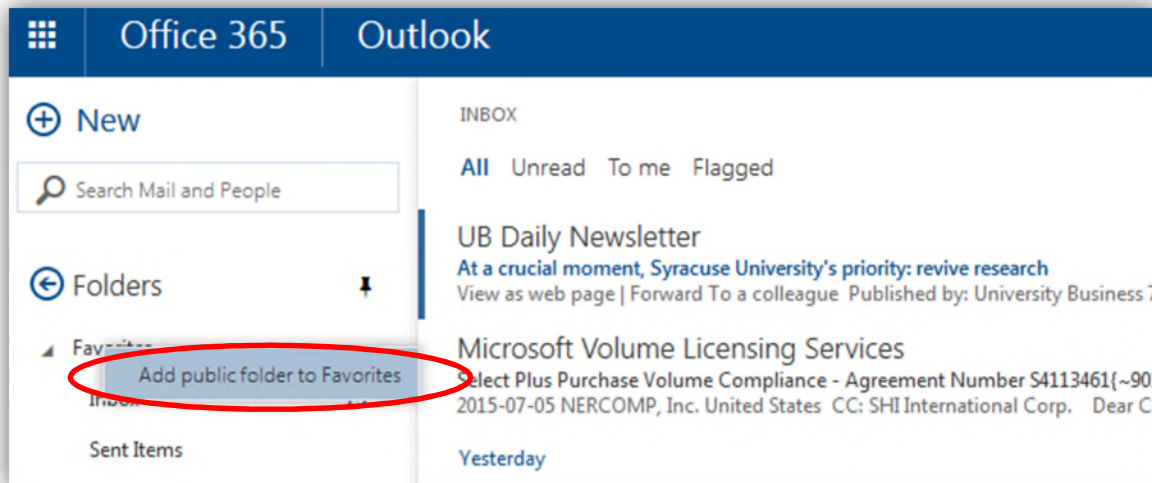
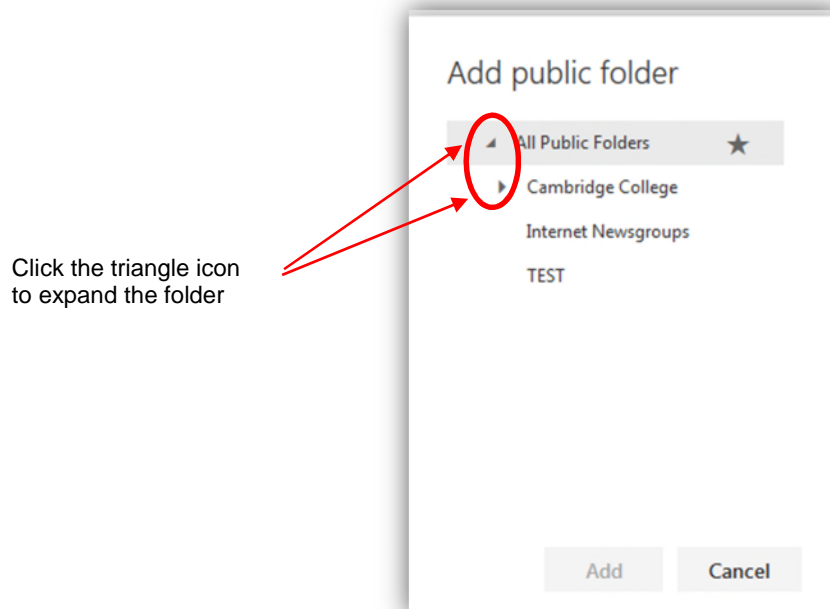


Adding Public Folders:

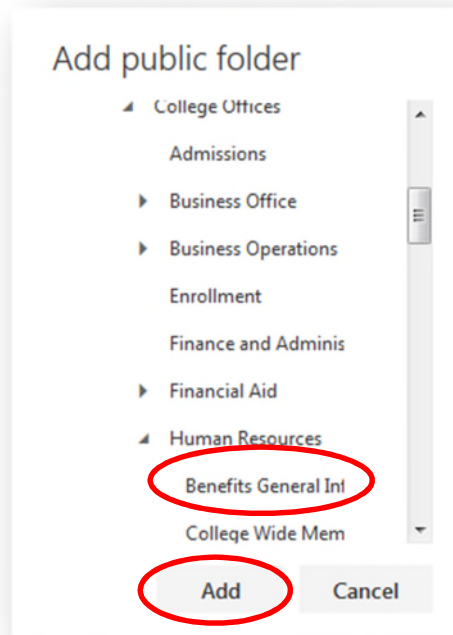
1. Log into OWA from the Office 365 Portal through <https://outlook.office365.com> with your complete email address and password. If prompted, select the option for **Outlook** to access your email.
2. On the left hand column, hover over **Favorites** and right click. You will bring up the option to **Add public folders to Favorites**



3. You will see the option to add a public folder. Drill down into the folders to add the folder you need by clicking the triangle icon to expand the options.



With the folders expanded, click the folder you would like to add, then click **Add**



4. Your folders will now be added under your **Favorites** list. You will also see the folders in your **Favorites** list in the Outlook client application.

Folders are added to the bottom of the **Favorites** list

