Adding Outlook Public Folders to Mail Favorites

1. Find the Public Folder you want to access. Right click on the folder (The Public Program folder is shown as an example, find the folder you want to use).

2. In the menu that opens, click **Add to Favorites**.
3. In the window that opens click Add. Note: If the public folder has sub folders you will want to access, first click Options and select the sub folder options you want.

4. Scroll down to the bottom of the Public Folder list and find Favorites (it may need to be expanded by clicking on the small triangle next to it).
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5. Right click on the public folder that you added to Favorites. In the menu that opens, click on **Show in Favorites**.

6. The public folder will now appear under Favorites in the Mail window.