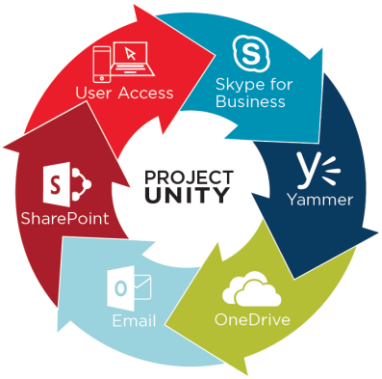


Public Folders: Navigating the structure and Re-adding as Favorites in Outlook

Legacy Cassidy Turley users

This document is intended for legacy Cassidy Turley users and shows the step-by-step process for navigating the new Public Folder structure as well as re-adding Public Folders as favorites in the Outlook client. Please complete the steps in this document prior to contacting the Service Desk with any questions.

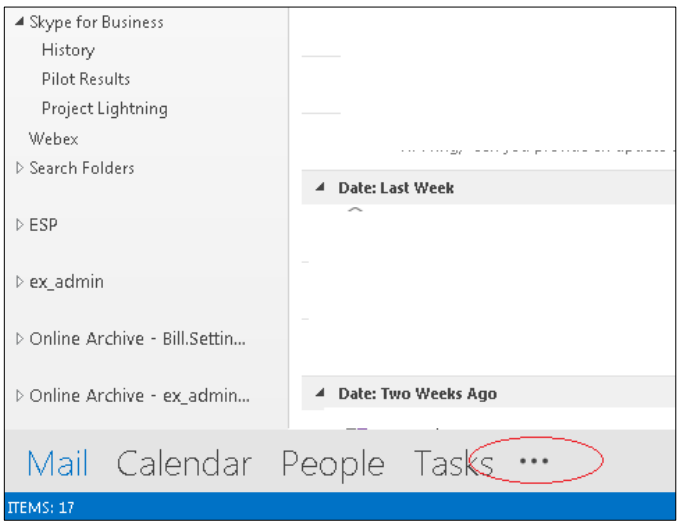
Navigate Public Folder Structure in Outlook

1) Open Outlook on your computer.
2)

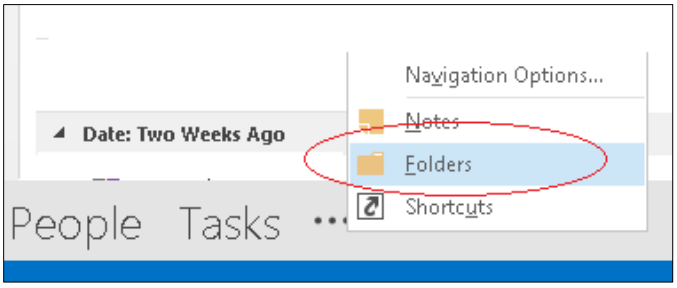
Re-add Public Folders as Favorites in Outlook

1) Open Outlook on your computer.

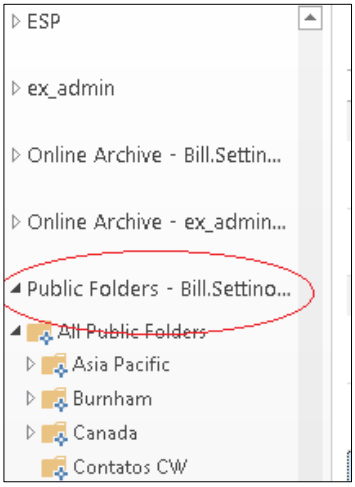
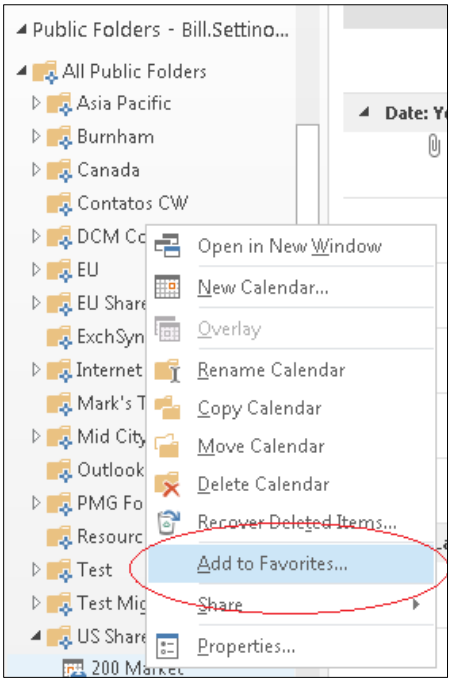
2) In the bottom left-hand corner of Outlook, click on .



3) Select **Folders** from the pop-up menu.



4) **Public Folders – Account name** should appear in the left-hand pane. Click on the ▷ next to the folder to expand the Public Folder structure.



5) Right-click on a Public Folder and select **Add to Favorites…** from the pop-up menu to re-add the folder to your favorites.