

How to make Public Folders visible

If you use Outlook Web App to view your email in a browser (either by going to today.milligan.edu and clicking on Faculty/Staff Email or by going to <https://owa.milligan.edu/owa/>)

1. In the left column where it lists your mail folders, right-click on **Favorites** (see Figure 1)
2. Now left-click **add public folder**
3. A new window will appear with a list of the public folders available to you (you will most likely see a different amount than those shown in Figure 2)
4. Click the name of the Public Folder you wish to add
5. Click **Add**
6. Repeat steps 1-5 for any remaining Public Folders you wish to see in OWA

Figure 1

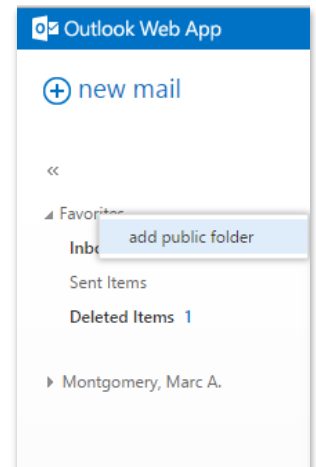
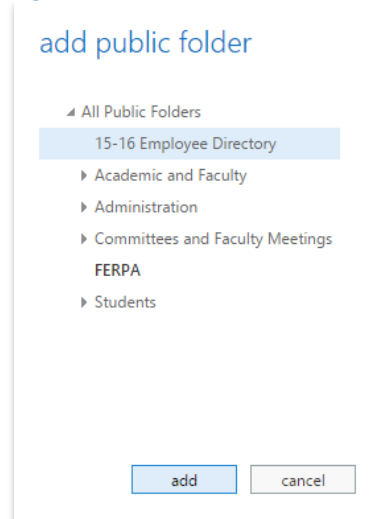


Figure 2



If you use the Outlook desktop application

1. In Outlook 2010 and 2013 you can simply press the key combination **ctrl + 6**
 - a. In Outlook 2010 you can also click the small folder icon in the lower left-hand corner (see Figure 3)
2. Now all your available Public Folders should appear in the left column, below your mail folders

Figure 3

