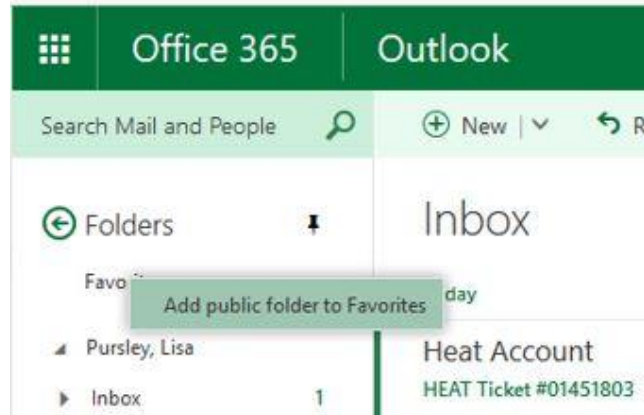
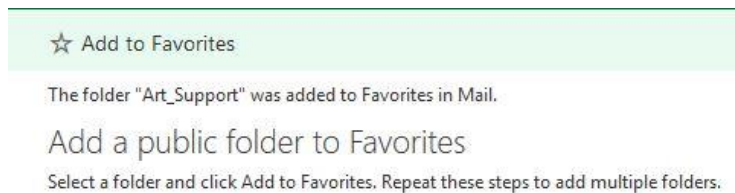
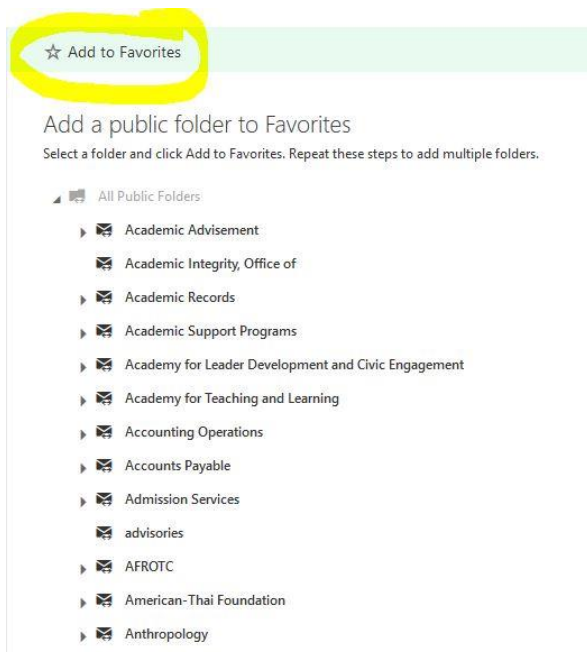


## How to create a Public Folder Favorite (shortcut) using OWA 365

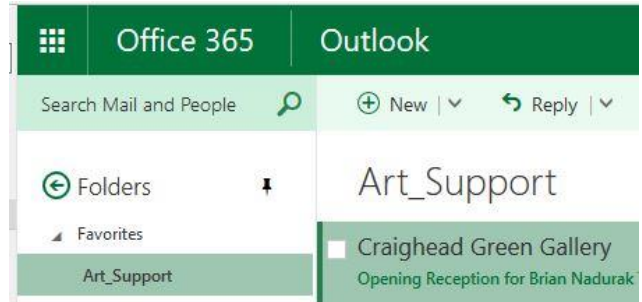
1. Once logged into to your Baylor email via portal.office.com select the “Favorites” section and right click to “add public folder to Favorites.”



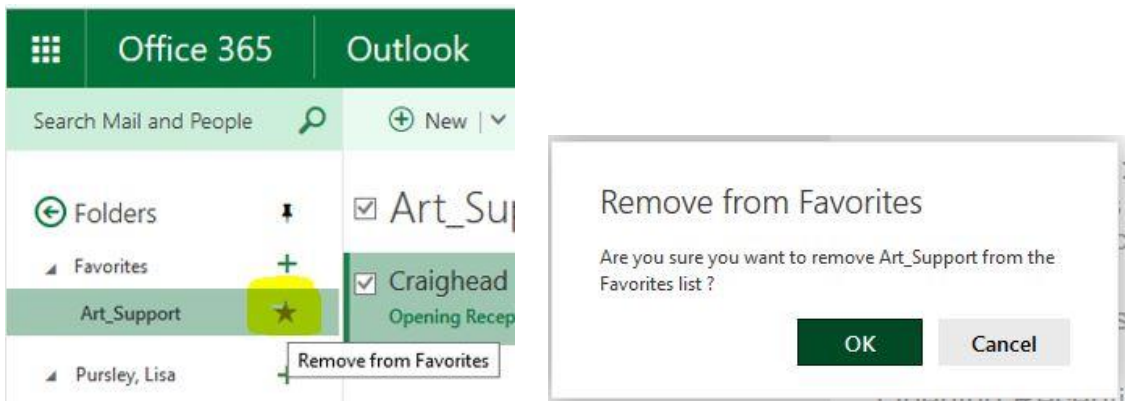
2. Scroll down through the list of our public folders until you find your department or organization. Click on the desired public folder (email account or calendar) and then click the “Add to Favorites” link at the top. You will then see a confirmation box that the account or calendar has been added. Repeat this step, if needed, for each account or calendar you may have access to.



3. Move back to your “Favorites” section and you should see the newly added account listed there.



4. If you ever need to remove the favorite, simply click the star beside the account name and click OK.



**For further assistance, please contact the Help Desk at 254.710.4357**