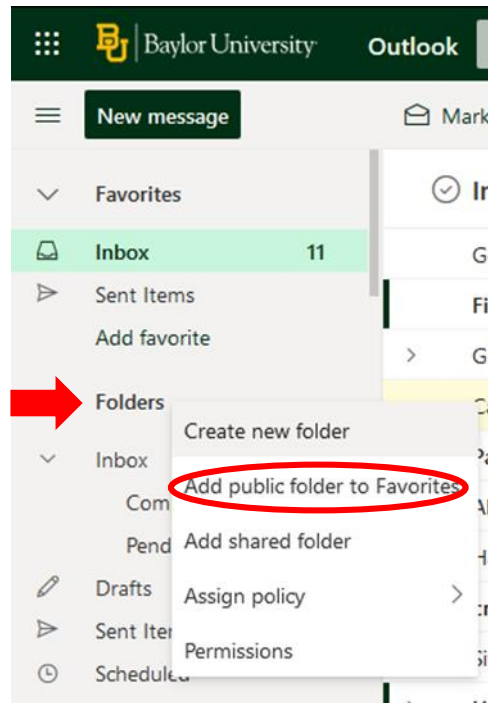
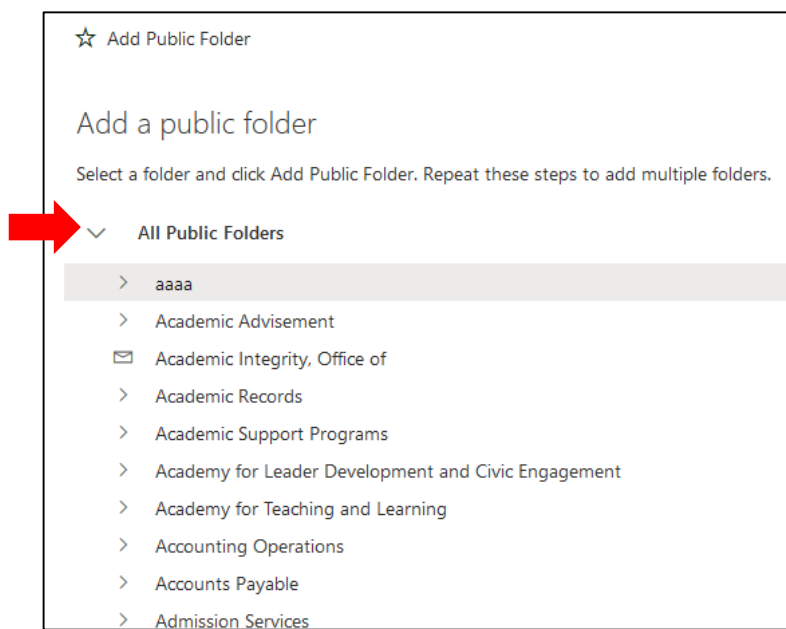


Accessing Public Folders from Outlook Web Access

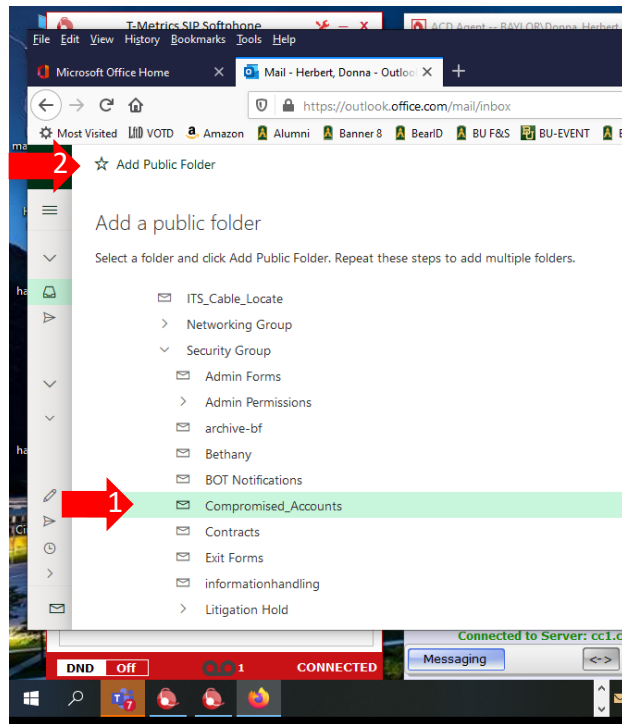
Once logged into your Baylor email via portal.office.com, right-click on Folders and select “Add public folder to Favorites”.



Click the arrow to expand the Public Folders and scroll through until you find your department or organization.



Select the desired public folder and then click the “Add Public Folder” option at the top.



You will see the public folder in the Favorites section of your Outlook window.

