

Access Public Folders and Calendars

Date Compiled: October 12, 2016

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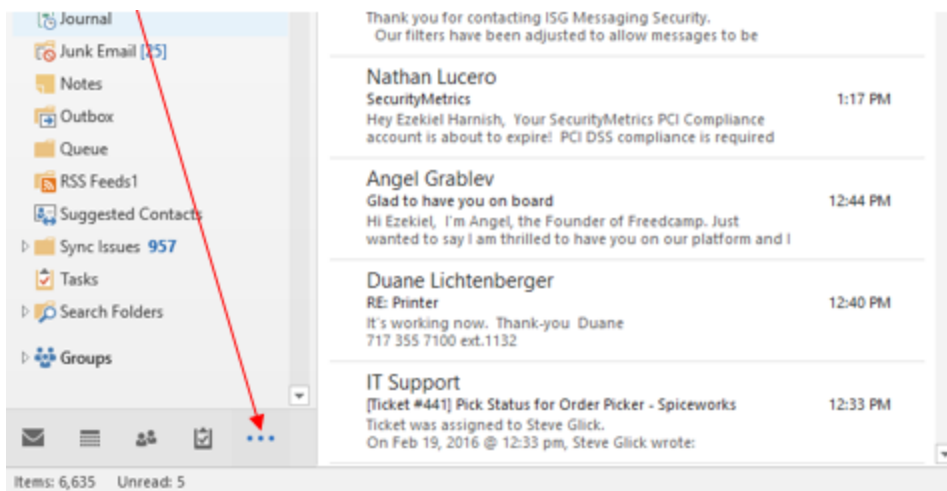
Companies: CBP, COR, KFR, SPH, SPP

Departments: Inventory, IT Department, Machine Shop, Manufacturing, Marketing, Purchasing, Sales, Shipping

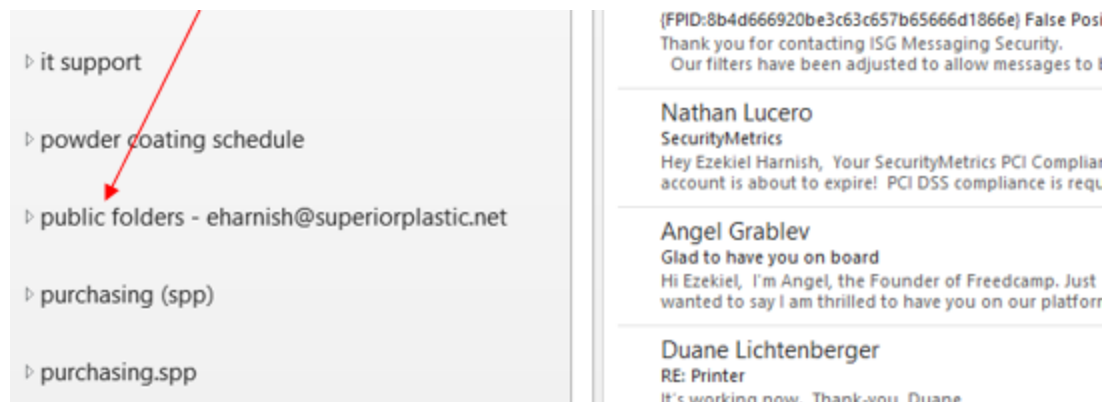
1. Open Outlook



2. Select Folders on the bottom left of Outlook.



3. Locate Public Folders



▶ it support

▶ powder coating schedule

▶ **public folders - eharnish@superiorplastic.net**

▶ purchasing (spp)

▶ purchasing.spp

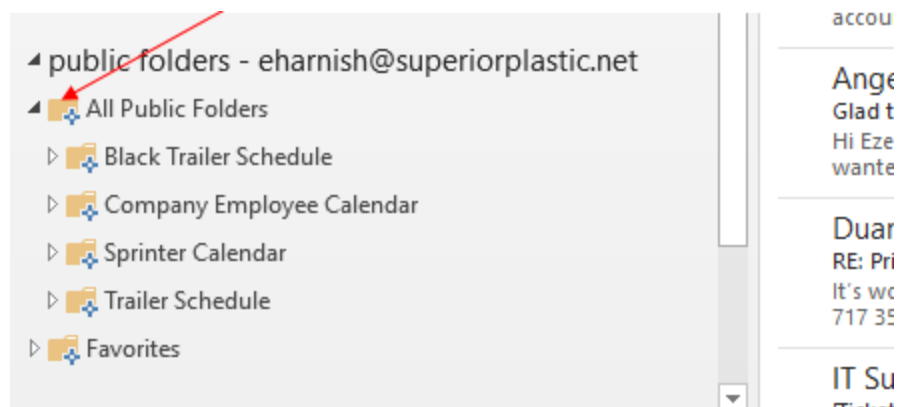
(FPID:8b4d666920be3c63c657b65666d1866e) False Posi
Thank you for contacting ISG Messaging Security.
Our filters have been adjusted to allow messages to l

Nathan Lucero
SecurityMetrics
Hey Ezekiel Harnish, Your SecurityMetrics PCI Complia
account is about to expire! PCI DSS compliance is requ

Angel Grablev
Glad to have you on board
Hi Ezekiel, I'm Angel, the Founder of Freedcamp. Just
wanted to say I am thrilled to have you on our platfor

Duane Lichtenberger
RE: Printer
It's working now. Thank-you Duane

4. Maximize All Public Folders



▶ public folders - eharnish@superiorplastic.net

▶ **All Public Folders**

▶ Black Trailer Schedule

▶ Company Employee Calendar

▶ Sprinter Calendar

▶ Trailer Schedule

▶ Favorites

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5. Select Desired Calendar