

Task: How to access Public Folders

Solution:

Click the word Folders at the bottom left side of the Outlook Window. If that option is not available, click on the three dots to reveal more options.

Click the ► sign next to Public Folders, then the + sign next to All Public Folders. The various Campus Folders will then

be visible.

Click the ► sign next to a Campus Folder to view what is inside. For example, click the ► sign next to Seattle Vocational Institute. The files available will be in the main window on the right. To view it, double click it.

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