

Outlook: Accessing Public Folders

Microsoft Outlook is much more than simple email. NYA uses Outlook for storing various schedules and calendars, including the Test Calendars and Lab and Equipment sign-ups. To find the Public Folders list, follow these brief instructions in Microsoft Outlook.

1. In Outlook, look at the list of options on the bottom left of your screen. Click once on **“Folder List”**. See graphic below the instructions for help.
2. In the list of folders and email boxes in the top left (just above the box in Step 1), you should see the text **“Public Folders – your email address”**. Click on that text once to open up the public folders.
3. Click on **“All Public Folders”**.
4. You will see a variety of options available, including the MS Test Calendar, US Test Calendar, and other folders which you can open further, such as Labs and Equipment. Clicking once on the arrow next to a folder will open up the further options available.