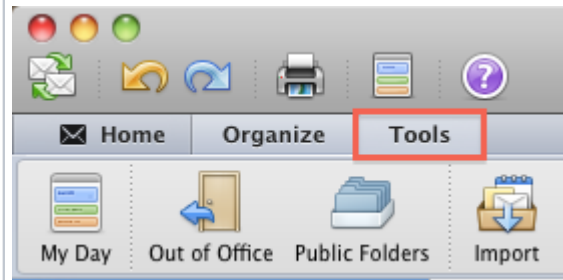


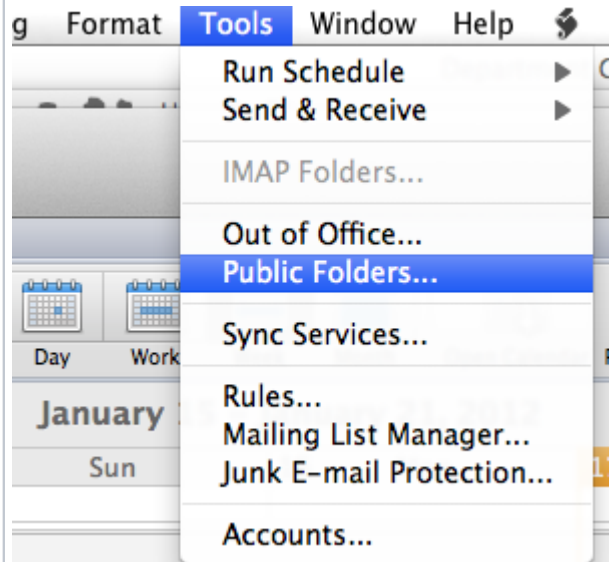
Outlook 2011 Public Folders

How to view Outlook 2011 Public Folders

The Public Folders button is found on the Tools tab from the Mail pane in Outlook 2011.



Public Folders can also be accessed via the Tools Menu...



Once the Folder Browser window appears, please navigate to the desired folder item. You should always start with the "UT-Departments" Folder

