Click on the Folder List icon located on the bottom of the Outlook Navigation Pane.
Scroll the Navigation Pane until the Public Folders section is visible, then click on the triangle icon to expand the Public Folders section.
Follow the path to the desired folder starting with the following route:
1. All Public Folders
2. UT-Departments
3. COMM
4. Your Department, e.g. is for the Tech Service Folder and subfolders