Outlook Web App 2013: View Public Folders

Public folders are now available in OWA 2013. You must first add public folders to your Favorites in Outlook mail client.

Adding Public Folders to Favorites in Outlook Client

1. Open the Outlook mail client on your computer.
2. Click the ellipsis button (•••) in the bottom of the left hand folder pane.
3. Click Folders in the ellipsis button menu.
4. Click the arrow (▲) to the left of Public Folders to expand a list of sub-folders.
5. Click Downtown Campus to expand a second list of subfolders.
6. Continue drilling down until you find your public folder.
7. Right click the public folder and click Add to Favorites…
8. The folder will now be visible under the Favorites folder in
9. Right click the folder again and chose **Show in Favorites** (top of folder pane).

10. Click the **Mail** button at the bottom of the left hand folder pane.

11. At the top of the folder pane, click the arrow (        ) to the left of **Favorites** to expand.

**View Public Folders in OWA**

Sign in to OWA and Expand the **Favorites** menu to show the public folders.

Note: You may need to **sign out and sign back in to OWA** before you see the change.