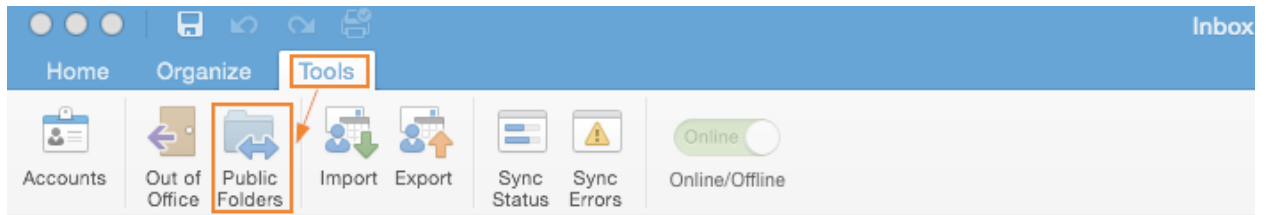
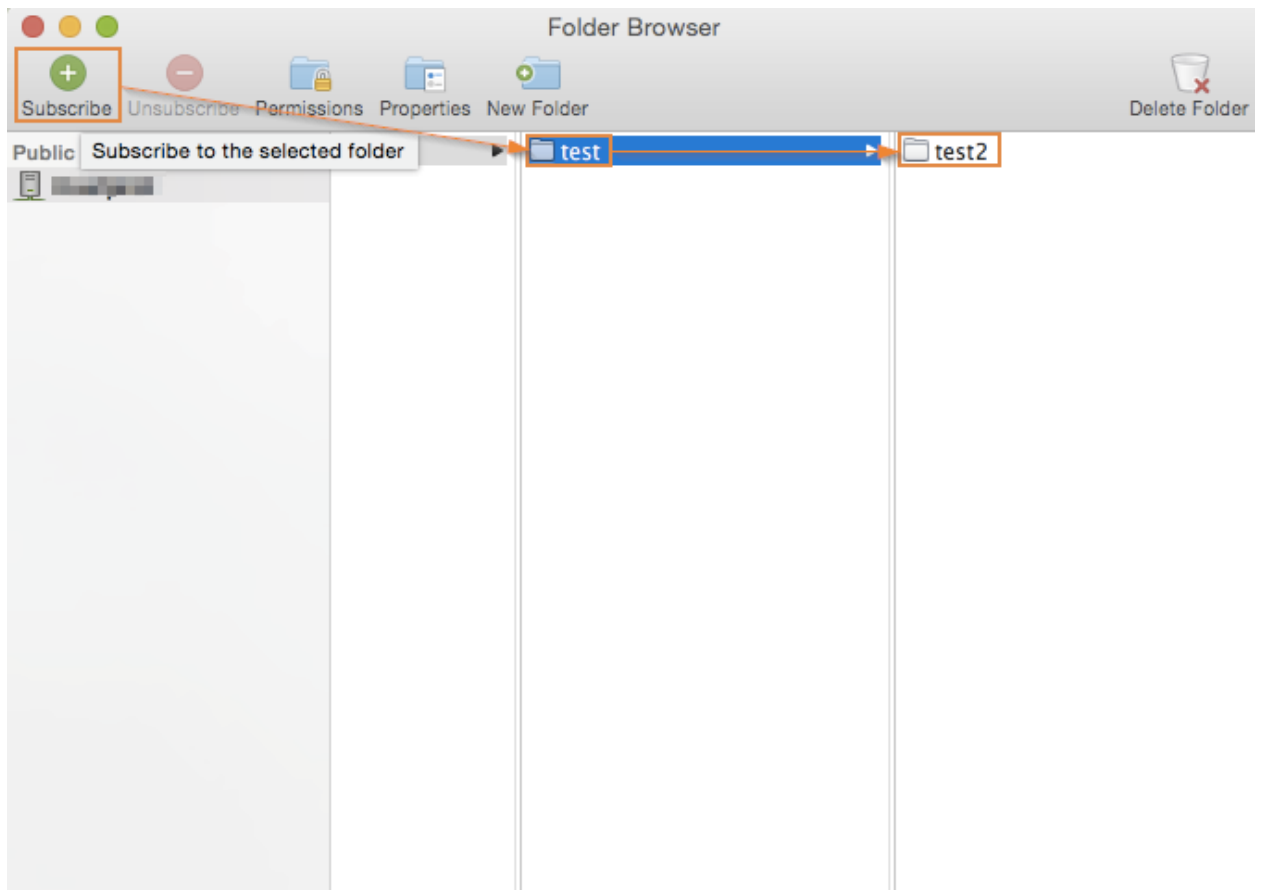


Outlook 2016

1. In Outlook 2016 for Mac, in the ribbon, select Tools tab, then click on **Public Folders**.













2. In Folder Browser window, navigate through the public folders tree until you locate the folder you need to access. Highlight the public folder, then click on **Subscribe**.



Note: You will need to individually subscribe to each public folder you need to access.

3. Open Mail in your Outlook 2016 for Mac. Under the Subscribed Public Folders you will see the list of public folder you subscribed to.

-  **Inbox**
-  Drafts
-  Sent Items
-  Deleted Items
-  Archive
-  MY SERVICES
-  **Subscribed Public Folders**
 -  [Redacted]
 -  test
 -  test2