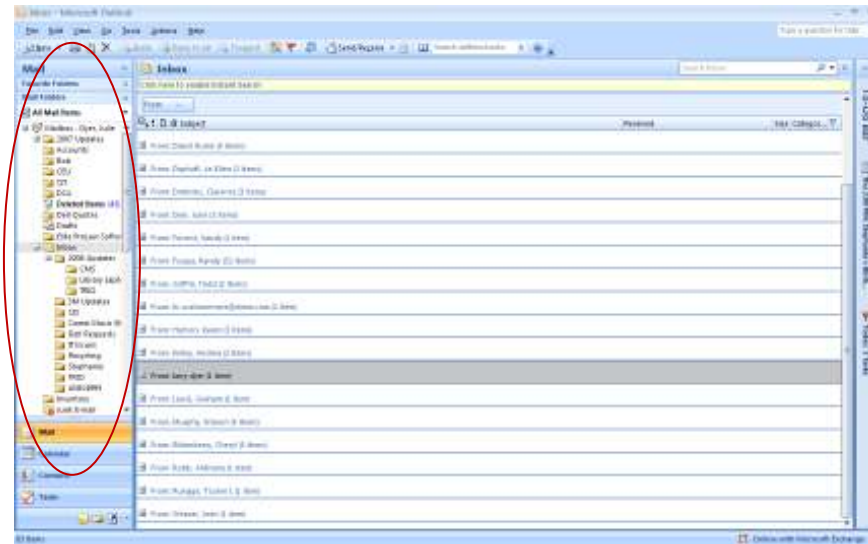


## Viewing Public Folders in Microsoft Office Outlook 2007

1. Please log into the computer with the Vol State user account provided by the Information Technology Department.
2. Locate the icon for Outlook 2007 on the Desktop or in the Start Menu. Open this program.
3. Microsoft Office Outlook 2007 will open.  
On the left side of Outlook 2007, there will be a list of folders.  
Scroll to the bottom of this list. If “Public Folders” is not listed, follow the rest of the instructions.



4. At the bottom of the Outlook screen, there will be 3 icons.  
Click on the icon that looks similar to a “folder”. This is the Folder List icon. Now scroll to the bottom of the list on the left side. “Public Folders” should now be displayed.

