

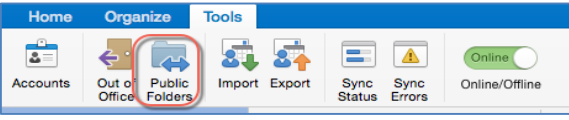
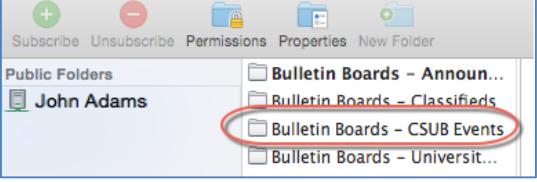
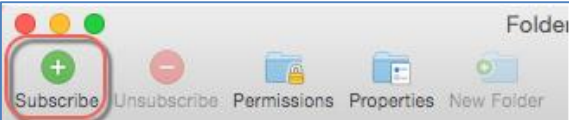
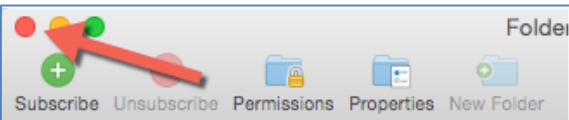
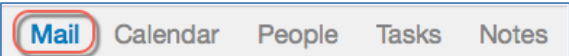
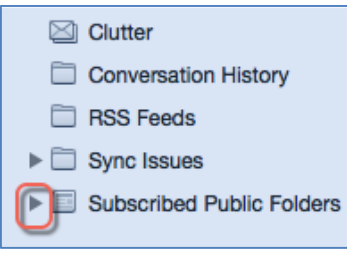
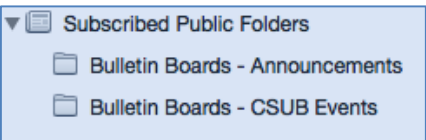
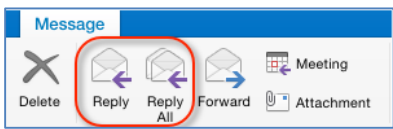
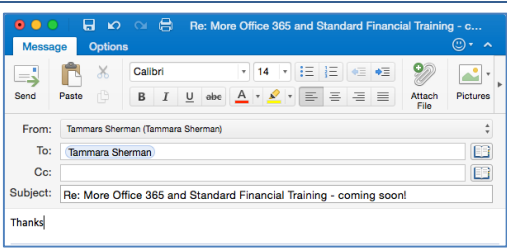
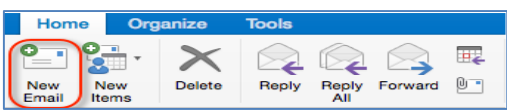
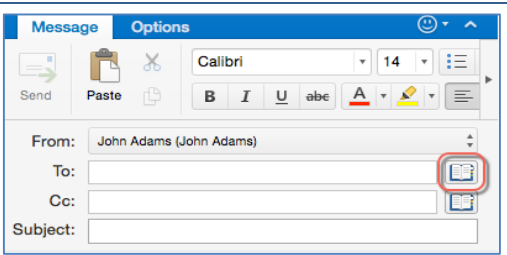
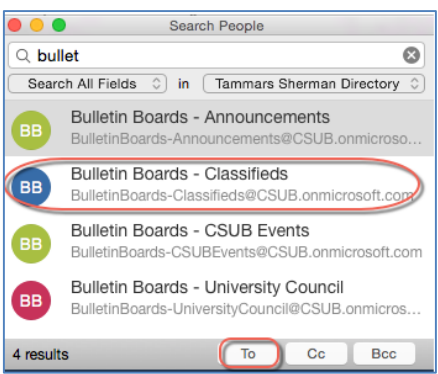
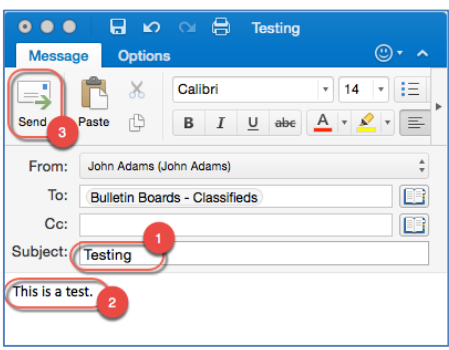
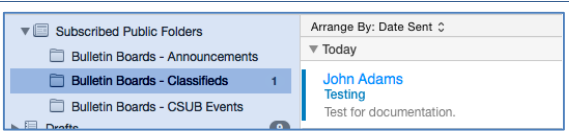




Accessing Public Folders (Bulletin Boards) - Mac

In Office 365, Public Folders provide similar functionality to FirstClass Bulletin Boards. These instructions will guide you in accessing these items.

| | |
|--|--|
| 1. Open Outlook 2016 |  |
| 2. Click the Tools tab |  |
| 3. Click Public Folders |  |
| 4. On the Folder Browser, click the desired Bulletin Board |  |
| 5. On the tool bar, click Subscribe |  |
| 6. Close the window |  |
| 7. Switch to Mail |  |
| 8. Scroll down and click the arrow beside Subscribed Public Folders |  |
| 9. The folder you subscribed to will appear. |  |

| | |
|--|--|
| <p>10. To reply to a post,</p> <ul style="list-style-type: none"> • Click Reply |  |
| <p>11. Complete your post by:</p> <ul style="list-style-type: none"> • Entering your comments • Clicking Send |  |
| <p>12. To create a post, click New Email</p> |  |
| <p>13. Click the Address Book</p> |  |
| <p>14. On the Search People,</p> <ul style="list-style-type: none"> • Enter your search criteria, such as <i>bullet</i> • Select the desired bulletin board • Click To |  |
| <p>15. On the post,</p> <ul style="list-style-type: none"> • Add your Subject • Add your message • Click Send |  |
| <p>16. Your post will appear.</p> |  |