
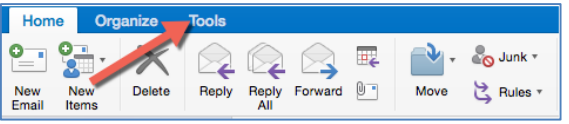
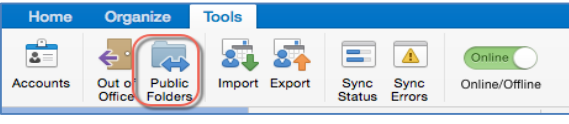
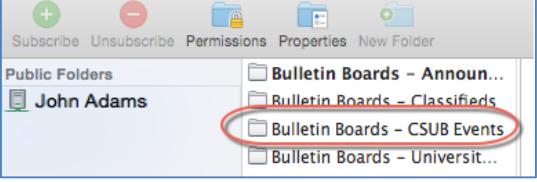
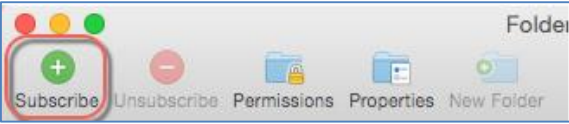
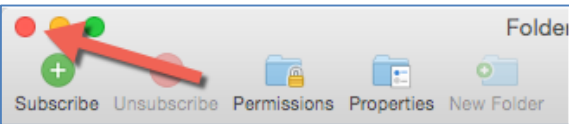
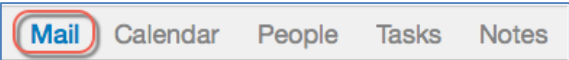
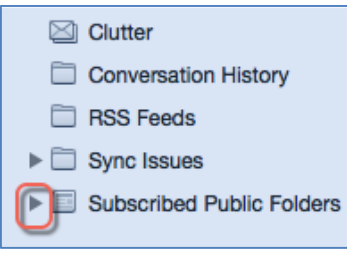
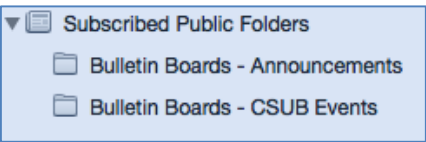
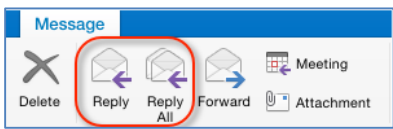
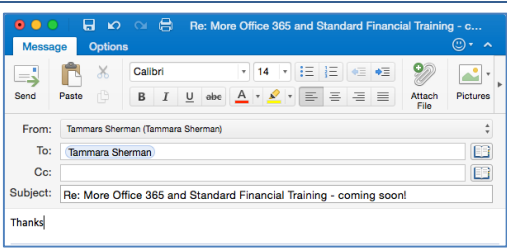
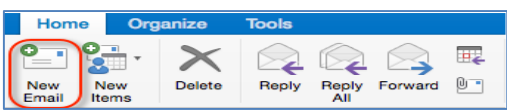
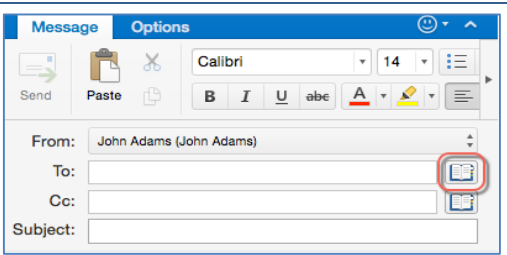
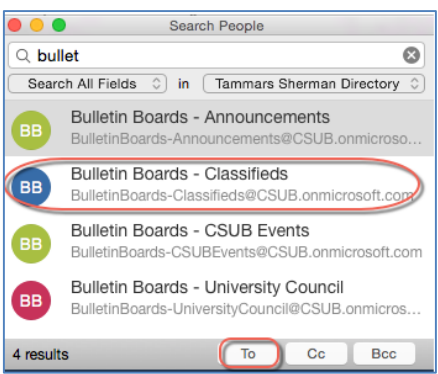
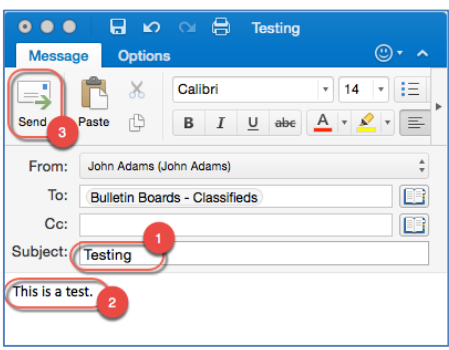




## Accessing Public Folders (Bulletin Boards) - Mac

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 <b>Public Folders</b>	
4. On the Folder Browser, click the desired Bulletin Board	
5. On the tool bar, click <b>Subscribe</b>	
6. Close the window	
7. Switch to Mail	
8. Scroll down and click the arrow beside <b>Subscribed Public Folders</b>	
9. The folder you subscribed to will appear.	

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