



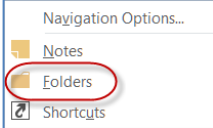
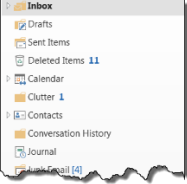
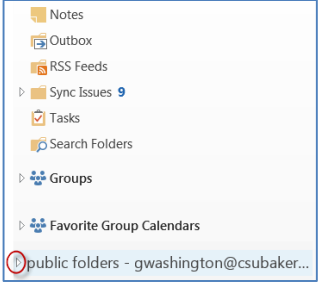
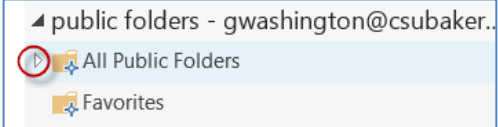
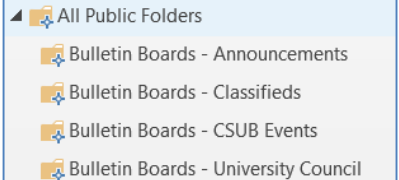
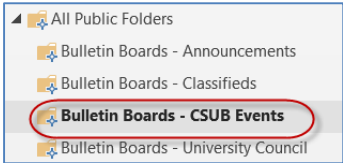
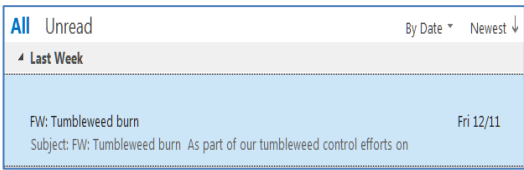
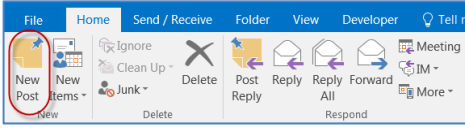
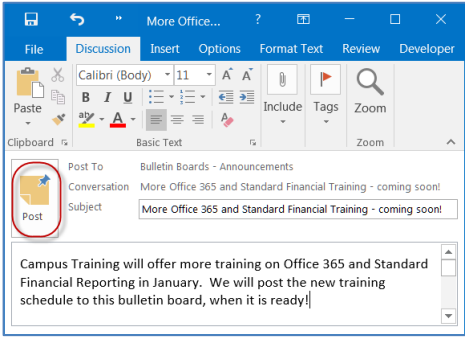
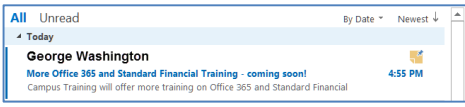
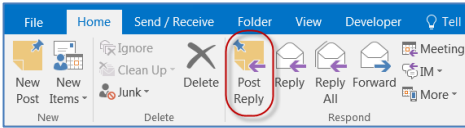
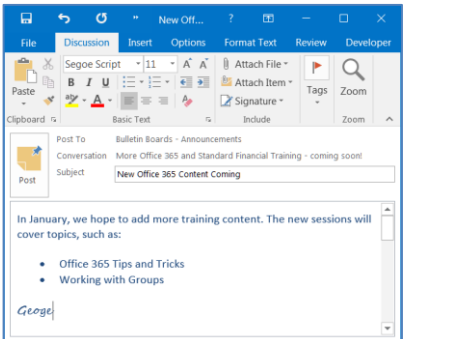




Accessing Public Folders (Bulletin Boards)

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

<p>1. Open Outlook 2016</p>	
<p>2. On the navigation bar,</p> <ul style="list-style-type: none"> • Click Folders • Skip to step 5 <p>If you navigation bar looks different, proceed with the next step.</p>	
<p>3. To switch to your Folders view, click the  icon (lower left corner of your screen)</p>	
<p>4. From the menu, click Folders</p>	
<p>5. The Folders view opens.</p>	
<p>6.</p> <ul style="list-style-type: none"> • Scroll down • Click the arrow next to the public folders – [your email address] 	
<p>7. When the folder opens, click All Public Folders</p>	
<p>8. The Public Folders appear.</p>	

<p>9. When you click on a public folder, the contents will appear in your center pane.</p> 	
<p>10. To add a new post, click New Post</p>	
<p>11. A new post window will open. To complete your post</p> <ul style="list-style-type: none"> • In the Subject, enter the subject for your post • In the body, type your message • Click Post 	
<p>12. Your post will appear.</p>	
<p>13. To reply to a post,</p> <ul style="list-style-type: none"> • Select the post you want to reply to • Click Post Reply 	
<p>14. A new window will open. To complete your reply post</p> <ul style="list-style-type: none"> • In the Subject, enter the subject for your reply • In the body, type your message • Click Post 	
<p>15. If you have your folder set to Show as Conversations, then you will see your reply under the subject of the first post.</p>	