# 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

![Open Outlook 2016](image1)

2. Click the Tools tab

![Click the Tools tab](image2)

3. Click Public Folders

![Click Public Folders](image3)

4. On the Folder Browser, click the desired Bulletin Board

![On the Folder Browser, click the desired Bulletin Board](image4)

5. On the tool bar, click Subscribe

![On the tool bar, click Subscribe](image5)

6. Close the window

![Close the window](image6)

7. Switch to Mail

![Switch to Mail](image7)

8. Scroll down and click the arrow beside **Subscribed Public Folders**

![Scroll down and click the arrow beside **Subscribed Public Folders**](image8)

9. The folder you subscribed to will appear.

![The folder you subscribed to will appear.](image9)
10. To reply to a post,
   • Click Reply

11. Complete your post by:
   • Entering your comments
   • Clicking Send

12. To create a post, click New Email

13. Click the Address Book

14. On the Search People,
   • Enter your search criteria, such as bullet
   • Select the desired bulletin board
   • Click To

15. On the post,
   • Add your Subject
   • Add your message
   • Click Send