## 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.

1. **Open Outlook 2016**

2. **On the navigation bar,**
   - Click **Folders**
   - **Skip to step 5**
   
   If your navigation bar looks different, proceed with the next step.

3. **To switch to your Folders view, click the ** icon (lower left corner of your screen)**

4. **From the menu, click ** Folders**

5. **The Folders view opens.**

6. **Scroll down**
   - **Click the arrow next to the public folders – [your email address]**

7. **When the folder opens, click ** All Public Folders**

8. **The Public Folders appear.**
9. When you click on a public folder, the contents will appear in your center pane.

10. To add a new post, click **New Post**

11. A new post window will open. To complete your post
   - In the Subject, enter the subject for your post
   - In the body, type your message
   - Click **Post**

12. Your post will appear.

13. To reply to a post,
   - Select the post you want to reply to
   - Click **Post Reply**

14. A new window will open. To complete your reply post
   - In the Subject, enter the subject for your reply
   - In the body, type your message
   - Click **Post**

15. If you have your folder set to **Show as Conversations**, then you will see your reply under the subject of the first post.