


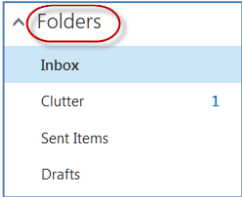
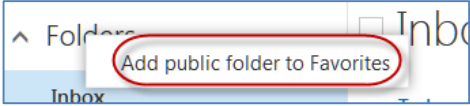
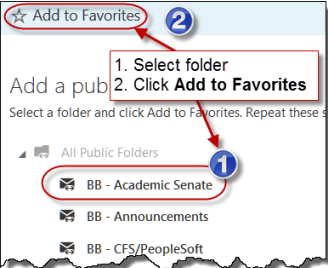
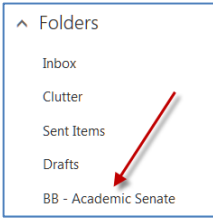
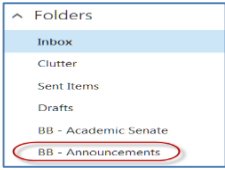




Accessing Public Folders (Bulletin Boards)

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

Accessing Public Folders	
1. From Office 365, click the App Launcher	
2. On the Apps page, click the Mail button 	
3. On the folder pane, right-click Folders	
4. Click Add public folder to Favorites	
5. From the menu, <ul style="list-style-type: none"> Click the desired folder, such as <i>BB – Academic Senate</i> Click Add to Favorites Repeat these steps as often as necessary.	
6. The selected public folder appears under your Folders	
Posting to Public Folders	
7. To begin, select the desired public folder.	

8. To add a new post, click New	
9. In the post window, <ul style="list-style-type: none"> In the Subject, enter the subject for your post In the body, type your message Click Post 	
10. Your post will appear.	
Replying to a Post	
11. When you reply privately, an email is sent to author of the post. To reply privately, <ul style="list-style-type: none"> Click down arrow beside Reply All 	
12. From the menu, click Reply	
13. When you reply publicly, your post is added to the Public Folder and is visible to everyone. To reply to a post, <ul style="list-style-type: none"> Select the post you want to reply to Click Reply All 	
14. When the window opens, complete your reply post <ul style="list-style-type: none"> 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.	