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,**
   - Click the desired folder, such as **BB – Academic Senate**
   - 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,
   - 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,
   - 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,
   - Select the post you want to reply to
   - Click **Reply All**

14. When the window opens, 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.