

Using Public Folder Favorites

Introduction

Adding folders to your Favorites Public Folder is a convenient way to organize information and quickly access shortcuts to items, documents, and other folders that you use frequently.

Follow these steps to add a favorite to Public Folders Favorites

Step	Action
1.	If the Folder List is not visible, click to the Folder List button to make it visible..
2.	Locate the public folder you want to add as a shortcut in Favorites. If you do not know how to locate public folders, please see the job aid How to Locate TRACEN Public Folders .
3.	On the File menu, trace to Folder , and then click Add to Public Folder Favorites . The Add to Favorites window will open.
4.	Click the Add button. The public folder will be add to your Public Folders Favorites .

Accessing Favorites

Follow these steps to access your Public Folders Favorites

Step	Action
1.	Click the Other label on the Outlook Bar
2.	Click the Public Folders icon.
3.	In the Folder List , expand the list of subfolders by clicking the plus sign (+) beside Public Folders . The Folder list will expand to show Favorites and All Public Folders .
4.	Click Favorites . Your favorites will be displayed
5.	Click the folder you wish to view.