



Subscribing to Shared Folders and Calendars

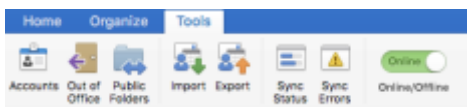
After you have setup Outlook for Mac for accessing your email, you can then subscribe to Folders and Calendars that you have been given permission to.

Subscribing to Public Folders

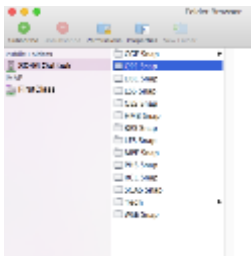
1. Open Outlook for Mac 2016
2. Click the 'Mail' icon at the bottom of the left hand pane



3. Click the 'Tools' icon bar at the top of the left hand pane and select 'Public Folders'



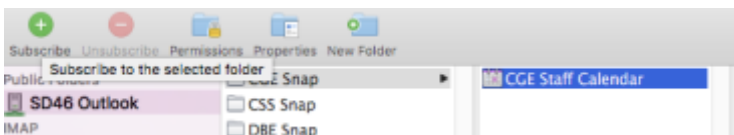
4. You will see the Folder Browser window appear, select the public shared folder you want to subscribe to. If the folder has subfolders you will see an arrow beside the name.



5. Select the folder you wish to subscribe to, and highlight it. Click 'Subscribe' in the top left hand corner of the window to complete the subscription



6. If the folder has subfolders, you will have to select that sub folder and subscribe to it. Parent folder subscriptions do not include the child folders.
7. If your Public Folder also has Public Shared Calendars, you can subscribe them as well. They will appear in your calendar tab at the bottom of the left hand pane in the main window.



If the 'Subscribe' button is not highlighted, then this means you do not have access to the public folder or public calendar