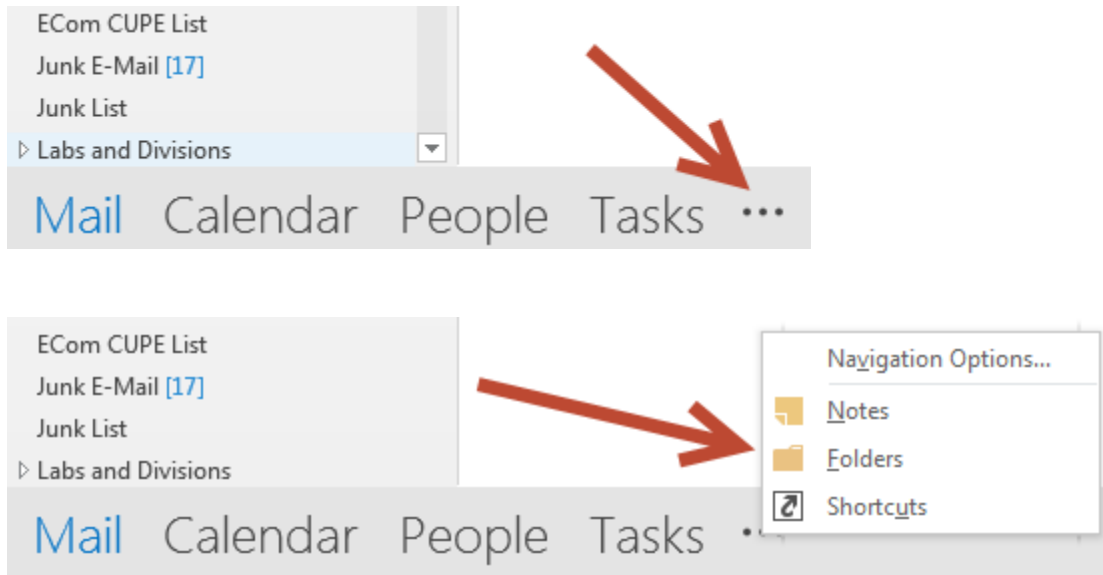


# TRU Outlook 2013 and 2016

## How to add a Public Folder to Mail Favourites

Staff, CUPE, Admin, Faculty folders are now PUBLIC folders with the access determined by your role. Eg. **Staff will see CUPE but not Faculty and vice versa.**

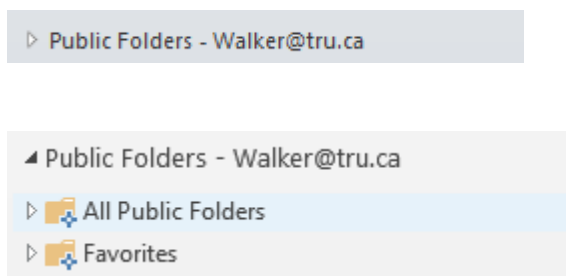
Go to the bottom left of your screen, to the right of the Tasks Icon.



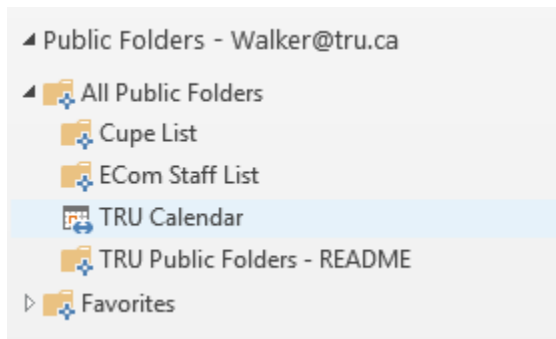
Click on the Folders icon. This hides the Favourites section but reveals the Public Folder section.

Scroll to the bottom of all your Email folders until you see the Public Folder.

Click on the white arrow to expand the folder.



Then again



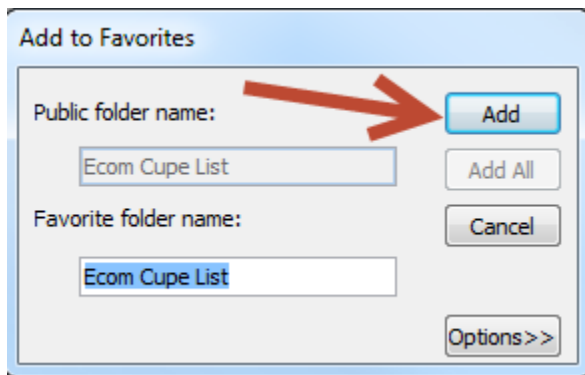
You will see all the Public Folders that correspond to your role at TRU.

**To make viewing of these folders easier you can add them to your Favorite Folder. At the top of your Mail listings.**

To do this RIGHT click on the folder you wish to add.

Click on the Add to Favorites

Click on Add to Favorites



This will add your folders to your PUBLIC FOLDER FAVORITES. You have one more step to move the chosen folders into your top level Favorite folder.

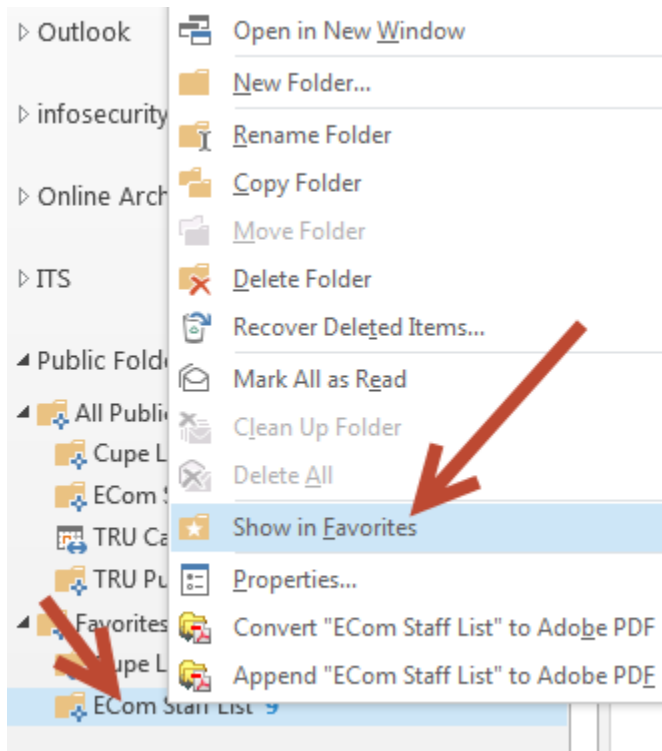
Click on the Public Folders Favorites, you will see the list of the folders you moved.

Choose the folder you want to be in your Favorites.

**Right** Click on your chosen folder, then Show in Favorites

# TRU Outlook 2013 and 2016

## How to add a Public Folder to Mail Favourites



Do this for each folder you wish to display in Favorites.

Once completed. Click on Mail to take you back to regular mode to view your Favorites.

