

How to access Public Folders in MAC Outlook Client (2016)

Before you can access public folders from your Outlook client on MAC, you need to subscribe to them first. Please follow the instructions below to subscribe to public folders within Outlook.

From your Outlook client, click **Tools**, then **Public Folders...**

Folder browser window opens, by expanding on SD35 and other public folders listed on the screen, navigate to the **specific** public folder you would like to add, then click **Subscribe** (the green + sign, upper left)

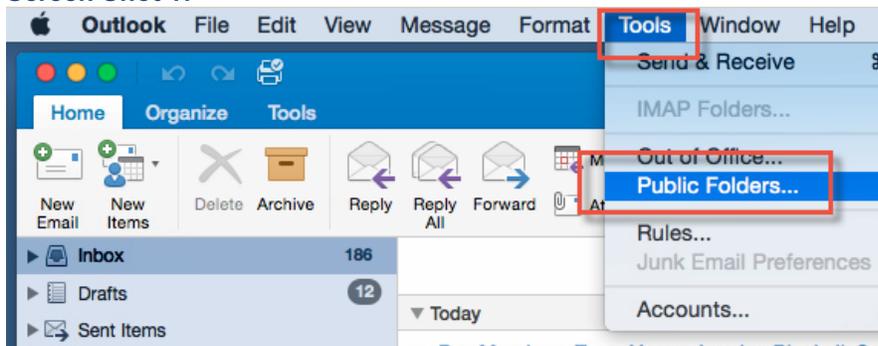
In this example, I am adding **Counselling** public folder which is under **Forms and Procedures**, under **District Resources**, under **SD35** (screen shot 2).

Once the folder is subscribed, the folder name will turn bold and it will appear under **Subscribed Public Folders** within the left pane of your Outlook.

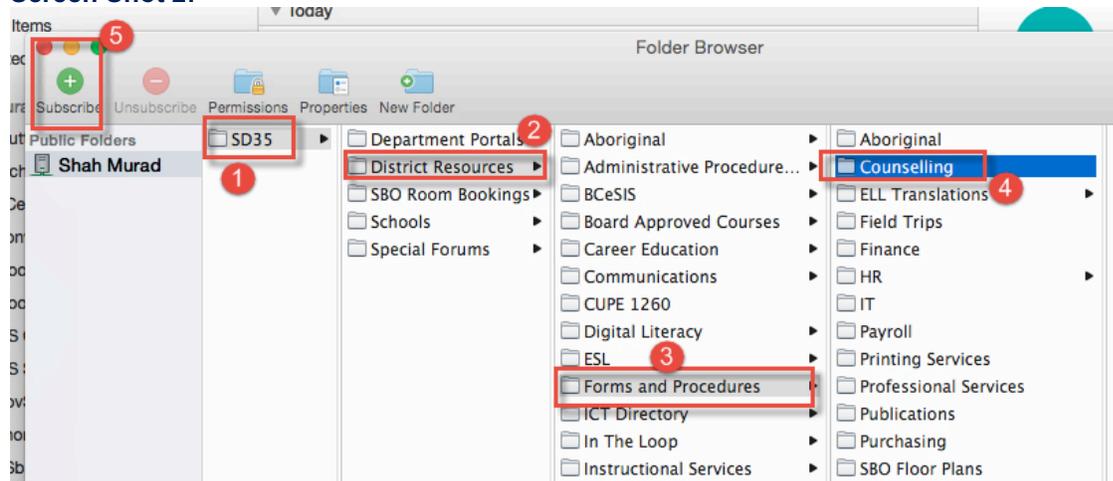
Close folder browser window, click on **Subscribed Public Folders**, the icon is below towards the bottom of your inbox folders.

Click on the public folder you have added; its contents will appear on the right pane. (Screen shot 3)

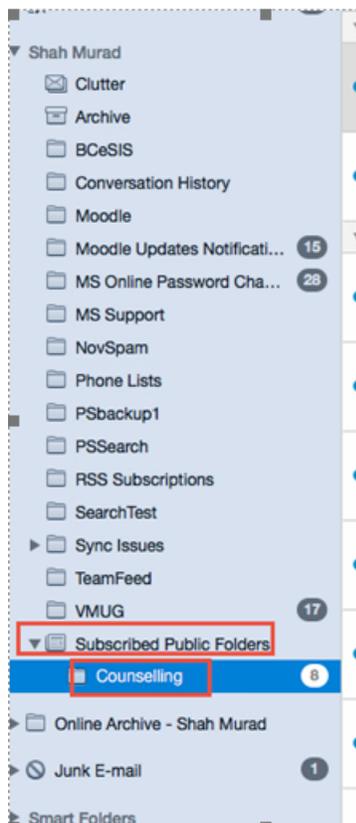
Screen Shot 1:



Screen Shot 2:



Screen Shot 3:



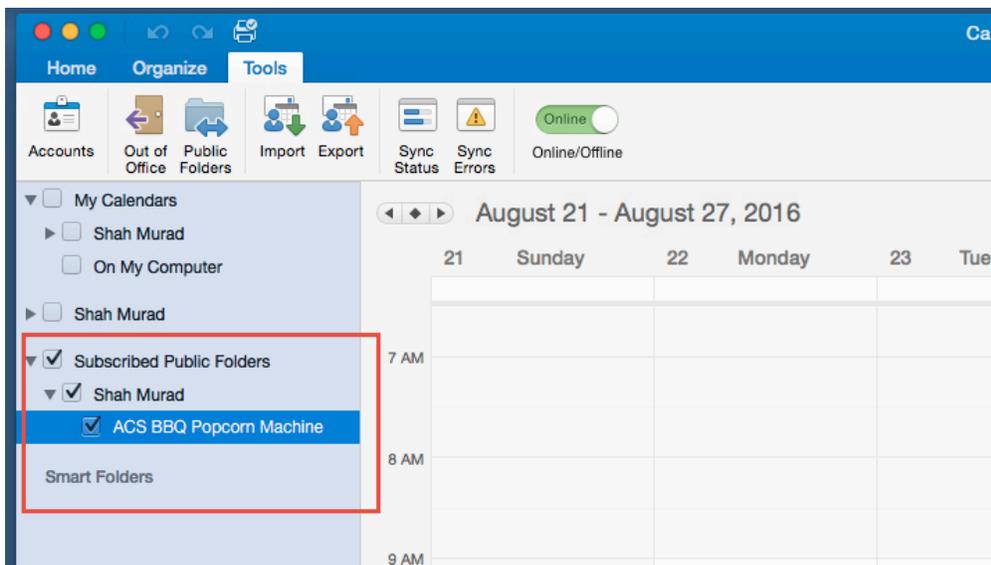
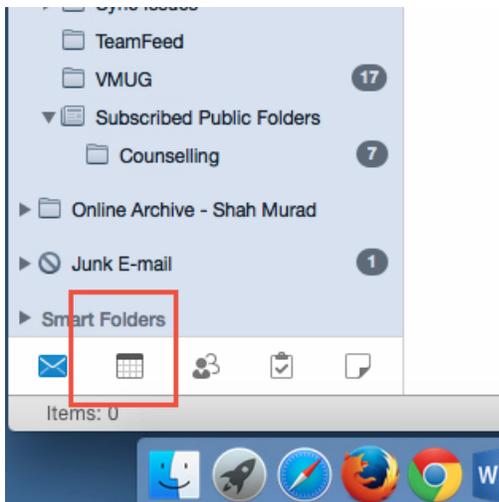
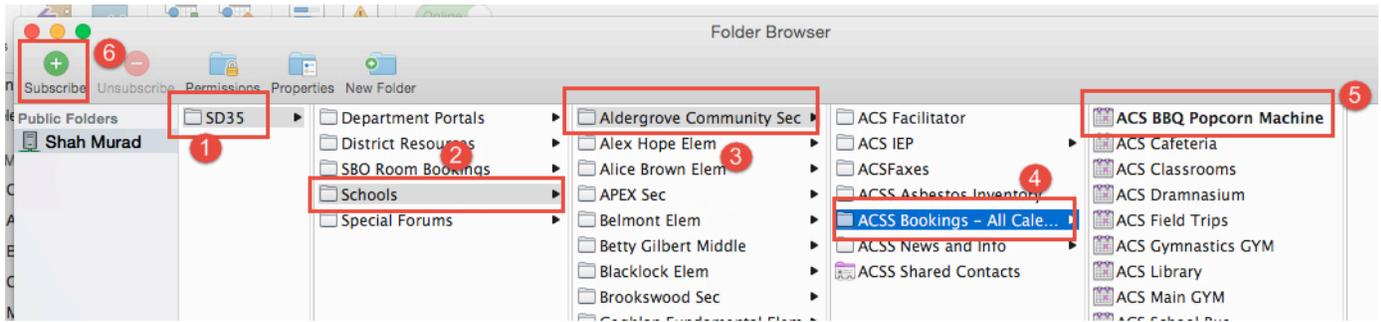
How to add Public Folders Calendars in MAC Outlook Client (2016)

In this example, I am subscribing to a public folder calendar called **ACS BBQ Popcorn Machine** since it sounded interesting!

By following the same steps above, subscribe to the specific calendar. Once done, this shared calendar will appear under your own calendar.

To view, click on your calendar folder within Outlook, scroll down, expand **Subscribed Public Folders**, click on the calendar you have added to view the appointments.

Screen shots below:

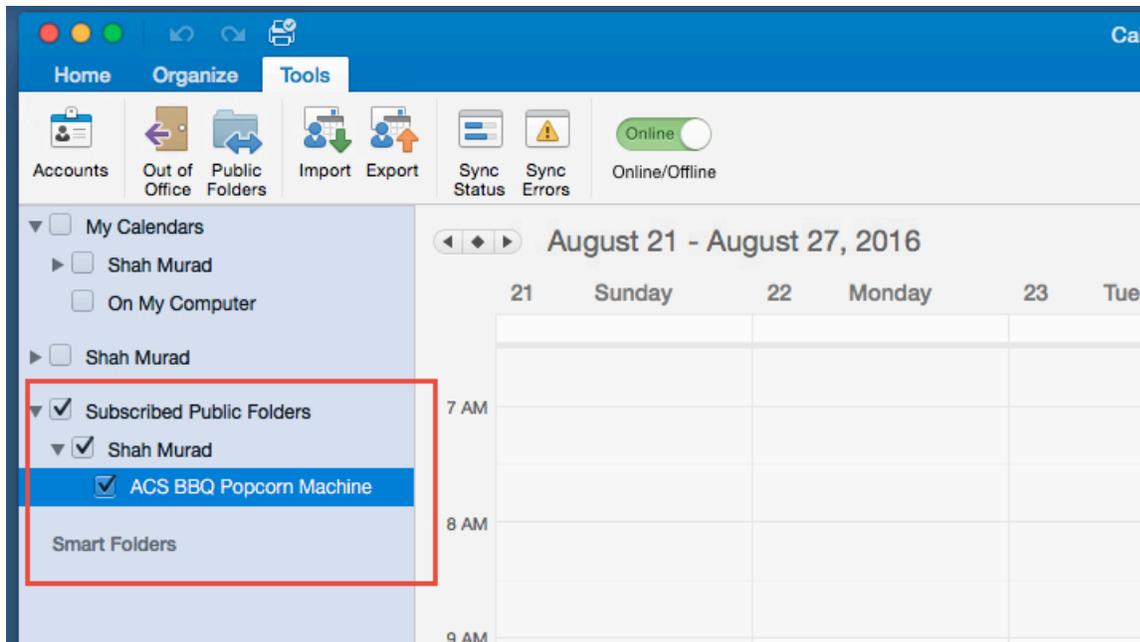
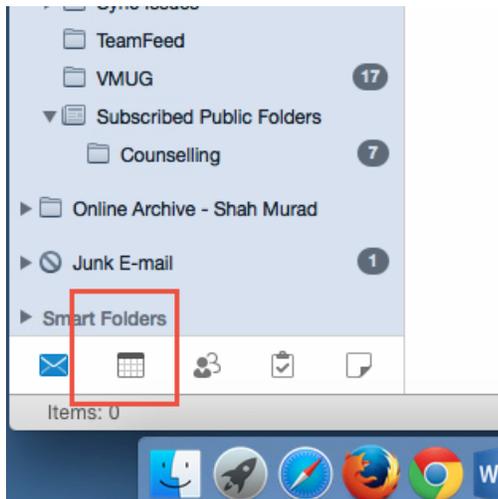


How to add Public Folders Calendars in MAC Outlook Client (2016)

Follow the steps above by navigating and adding the specific calendar, click Subscribe.

In this example, I am subscribing to ACS BBQ Popcorn Machine calendar.

To view this subscribed calendar, click on your calendar within Outlook first, then scroll down, click Subscribed Public Folders, navigate to the calendar.



Important Notes:

- Folders and calendars need to be subscribed individually
- If you subscribe to a public folder and it contains additional sub folders, you will need to subscribe the sub folders, not the root folder
- If you subscribe to a public folder and it contains files, you don't need to subscribe to the files. They will appear under the folder
- Please also ensure that you have installed the most recent updates for your Microsoft Office Products (word, excel, outlook). You may run into various errors without the latest updates.

Thank you,



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