

## Public Folders

### Create a Folder

1. Open the folder in which you want the new subfolder to reside.
2. Select File, New, Folder from the menu.
3. Name the folder, then click ok.

### Setting up Permissions

1. Right click on the folder and select Properties.
2. Select the Permissions tab.
3. Select Add and choose the names from the Global Address Book.
4. Click on ok.
5. Select all the names you've just added by holding down the Ctrl key and clicking on those names with the mouse button.
6. Select the proper permissions, making sure Create, Read, and Folder Visible are checked. Edit items and Delete items should say "None."
7. Make sure the default is set to none.
8. When finished, click ok.

*\* Any user that you give permission to your folder can copy or save any item that exists in the folder \**

## Working with Public Folders

### Placing/Sending E-mail Items in a Public Folder

#### Post

1. Make sure your folder is selected.
2. Click on the New Post in This Folder icon.
3. Click on the Insert File icon to place an attachment.

#### Copy an E-mail

1. Select the e-mail from your inbox. Right-click on the message and select copy.
2. Go to the public folder and open it. Right-click in a white area and select paste.

#### Add a folder to your Personal Address Book

1. Right click on the folder and select Properties. Click on the Summary tab.
2. Click on the button, Personal Address Book adjacent to Add folder address to. Click on OK.

#### Send an E-mail to the Folder

1. From your inbox, Click on the New Message icon.
2. Open your Personal Address Book and select the public folder.
3. Compose your message and click on Send when finished.

### Placing Documents in a Public Folder

#### Documents

1. Select the document by opening "My Computer" from the desktop and navigating to the correct location. Once the document is highlighted, right-click to copy.
2. Go back into Outlook and open the public folder and right-click on paste.

#### Send a file directly from any MS Office Program

1. Create the file in Word, Excel, or Powerpoint.
2. While the file is open, Click on File, Send To, Exchange Folder, and locate your public folder.