

Adding a Public folder to Outlook Today

To add Public folders in Outlook Today that update to show when new messages have been added follow these steps:

1. In Outlook – At the very bottom of the Navigation Pane - click on the folder icon that says “Folder List”
2. In the Navigation Pane - Click on “Mailbox – Your Name” to open Outlook Today.
3. Go to “Public Folder” and expand it to see “Favorites” and “All Public Folders”.
4. Expand the “All Public Folder”, and expand the folder that contains the folder you want to see in Outlook Today.
5. Right click on the folder you want in Outlook Today, scroll down and click on “Add To Favorites” and click “Add” to add the folder to the “Favorites” folder.
6. In Outlook Today - click the “Customize Outlook Today” button.
7. On the “Messages” row click on “Choose folders”.
8. Expand the “Public Folder”, and expand the “Favorites” folder.
9. Check the box of the folders you want to see in Outlook Today and then click “OK”.
10. Make any other changes you want for Outlook Today and click “Save”.

The folders you have listed in Outlook Today will show the number of unread messages in that folder and will change whenever a new item is added to a folder.