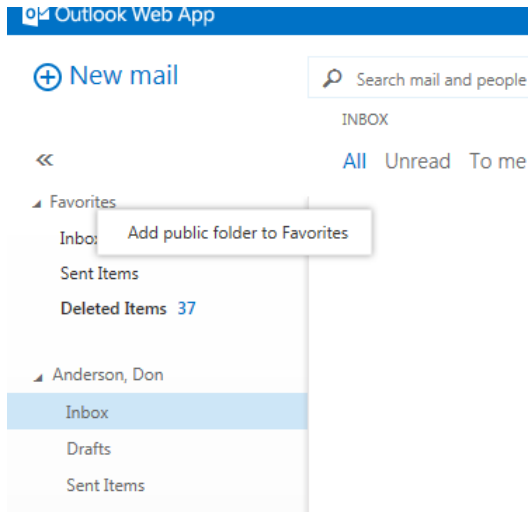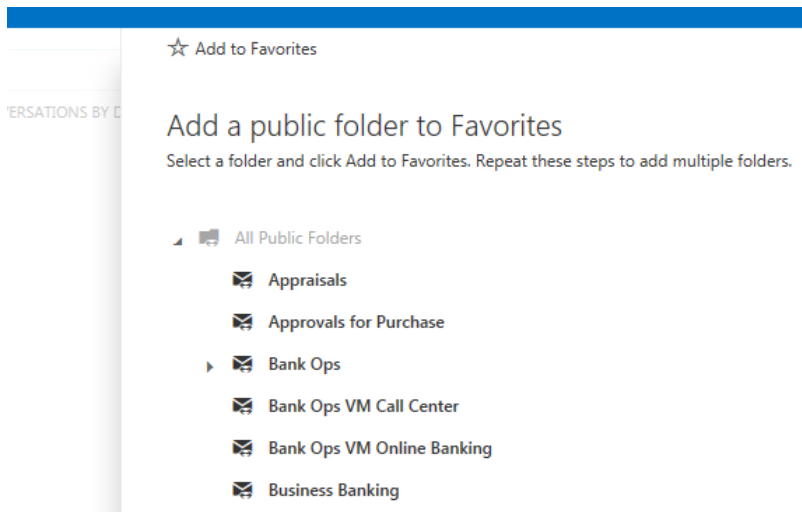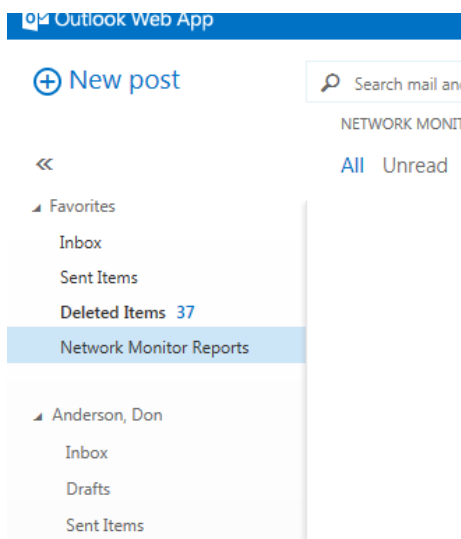# How to add public folder to Outlook Web

Right click 'Favorites' and then click 'Add public folder to Favorites'

Select from the list of public folders

After selecting, click 'Add to Favorites' at the top.

Close with the 'X' in the upper right

The select public folder will now appear in the favorites list