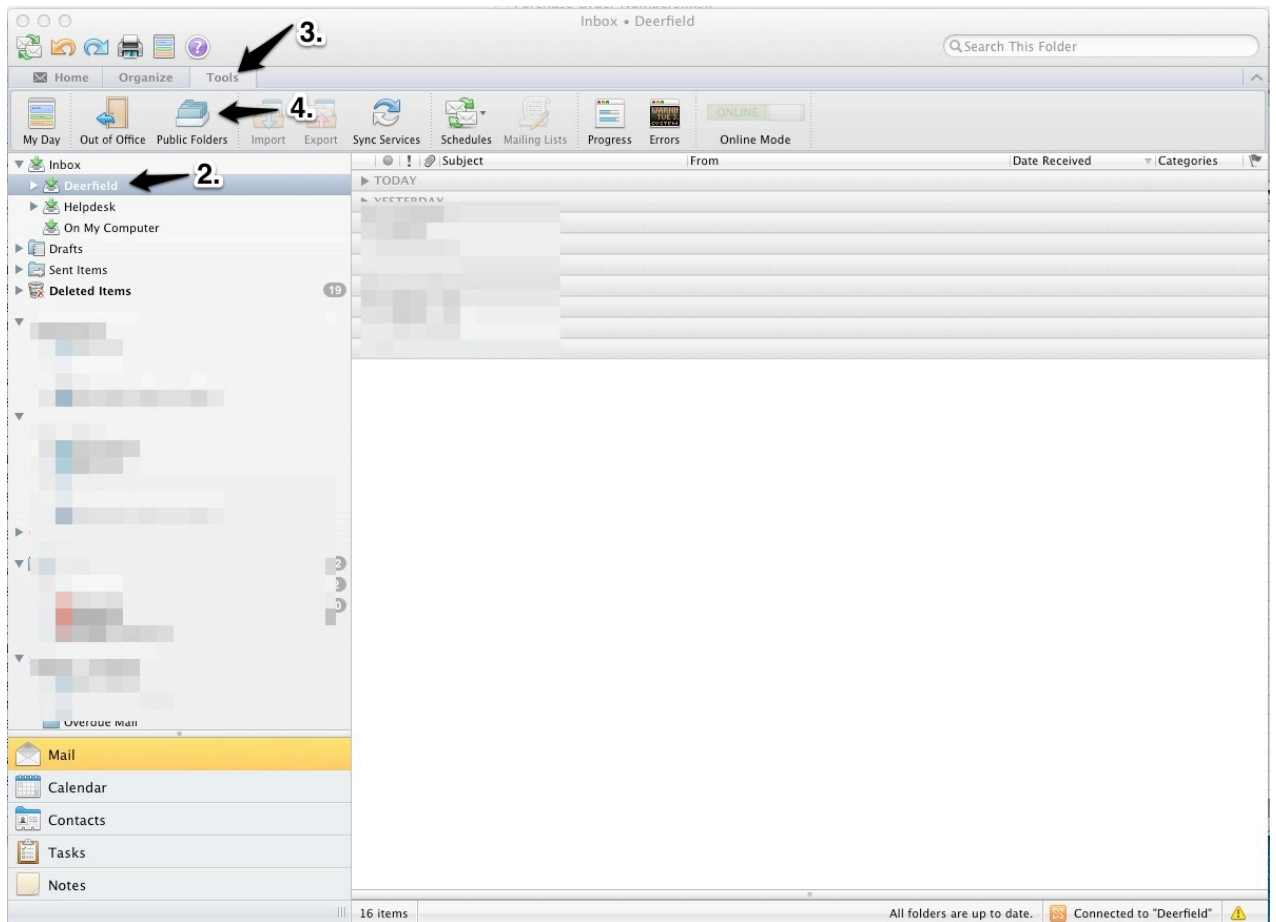


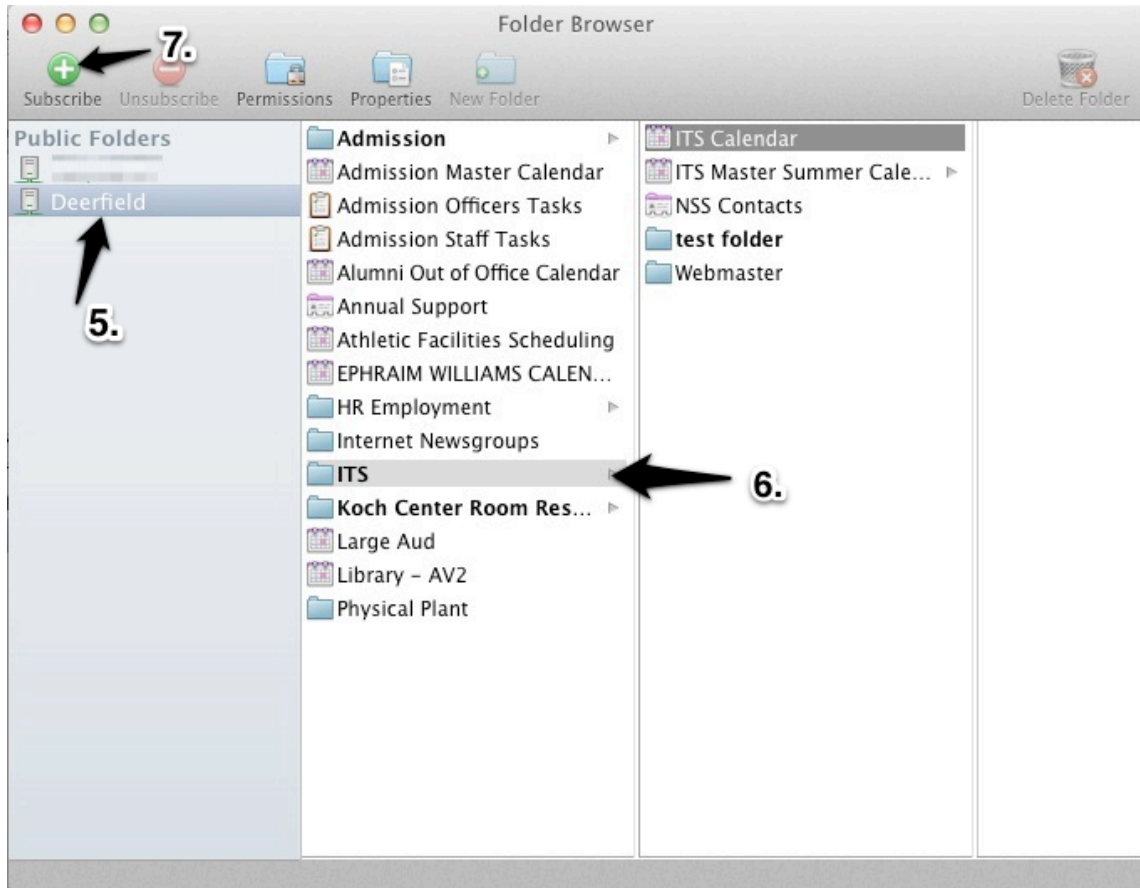


How to Subscribe to a Public Folder or Calendar on a Mac

1. Open **Outlook for Mac**
2. Select your DA email account from your inbox
3. Click **Tools**
4. Click **Public Folders**



5. From the **Folder Browser** menu select your DA email account under the Public Folders title
6. Click on the folder or calendar you would like to subscribe to
7. Click **Subscribe**



8. Repeat steps 6-7 for each folder or calendar you wish to subscribe to
Please note: You must subscribe to each individual folder or calendar. This includes folder(s) or calendar(s) within each folder (shown in the 3rd column).
9. Once you have finish subscribing close out of Folder Browser menu
10. To view your newly added Public Folders, click on the Mail section of Outlook and click on the check box titled Subscribed Public Folders
11. To view your newly added Public Calendars, click on the Calendar section of Outlook and click on the check box titled Subscribed Public Folders