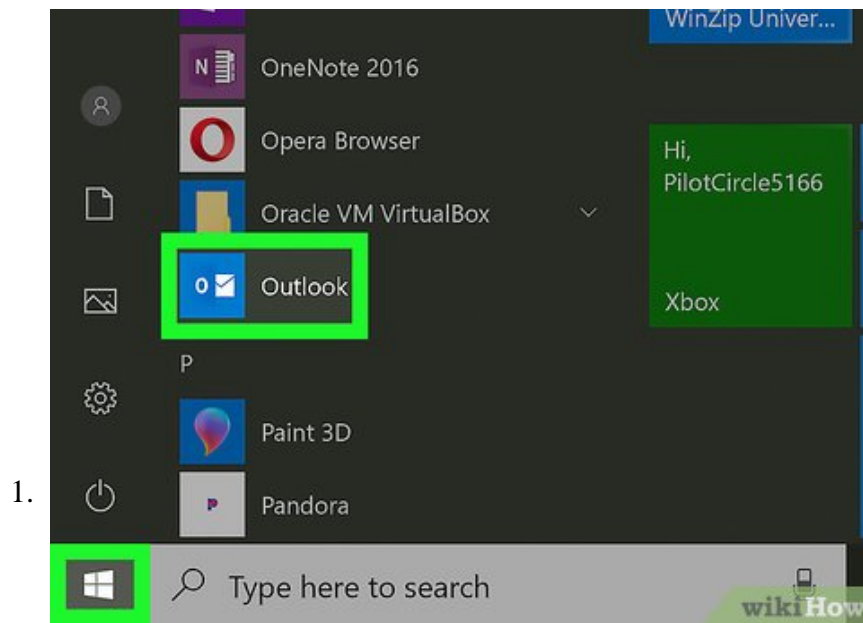


# How to Access Public Folders in Outlook 2016 on PC or Mac

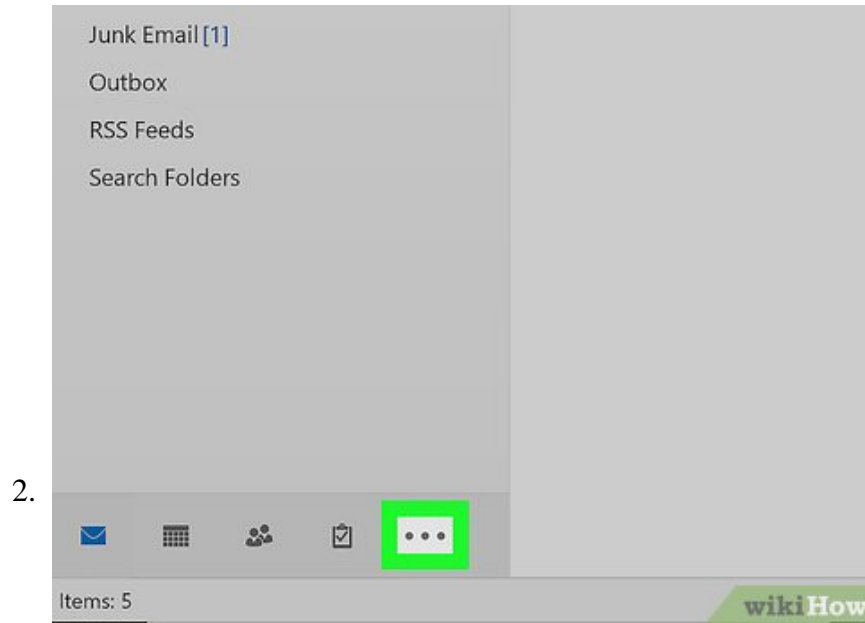
This wikiHow teaches you how to access public folders in Outlook 2016. Public folders in Outlook are folders used to share information with large groups of people, such as an entire department or campus. Public folders have access...

Method 1 of 2:

## On Windows

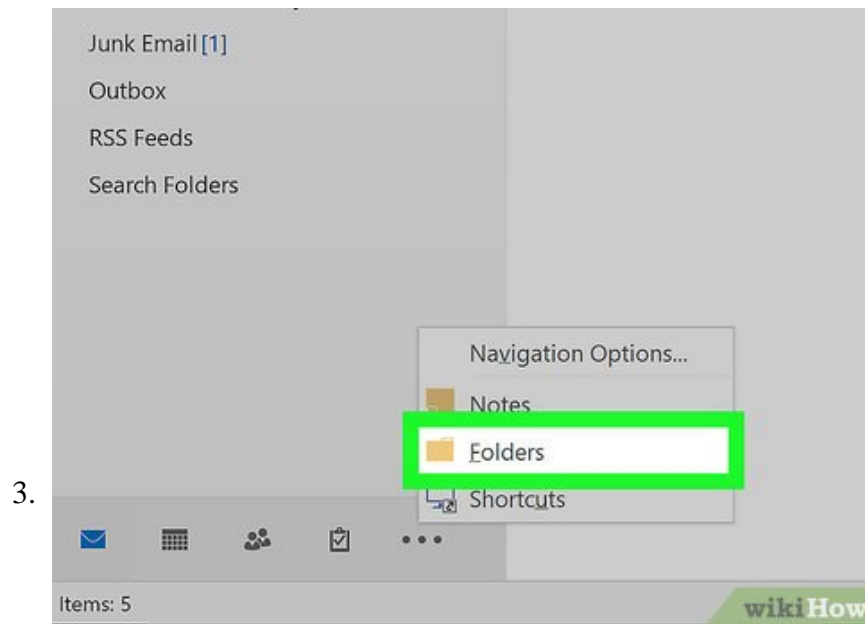


**Open Outlook.** It's the app that has an image of a blue plane with an "O" over an envelope.

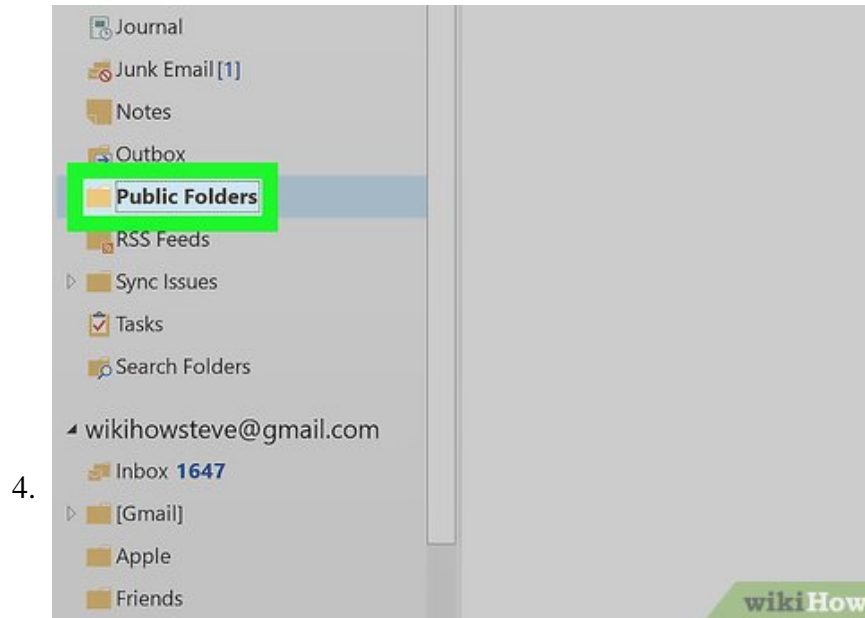


Click **?**. It's at the bottom of the Inbox navigation pane on the left.

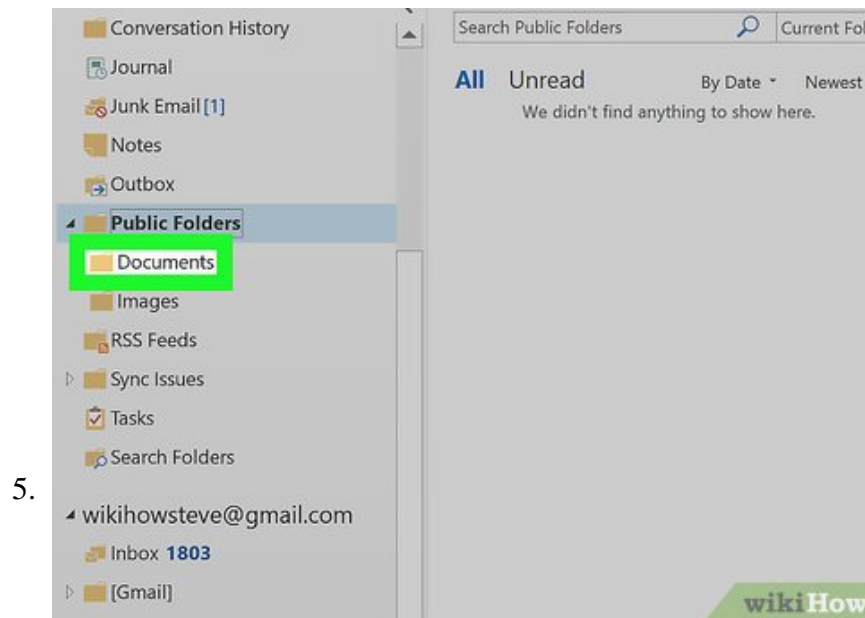
1. If the navigation pane is collapsed, click "?" to expand the navigation pane.



Click **Folders**. It's in the pop-out menu.



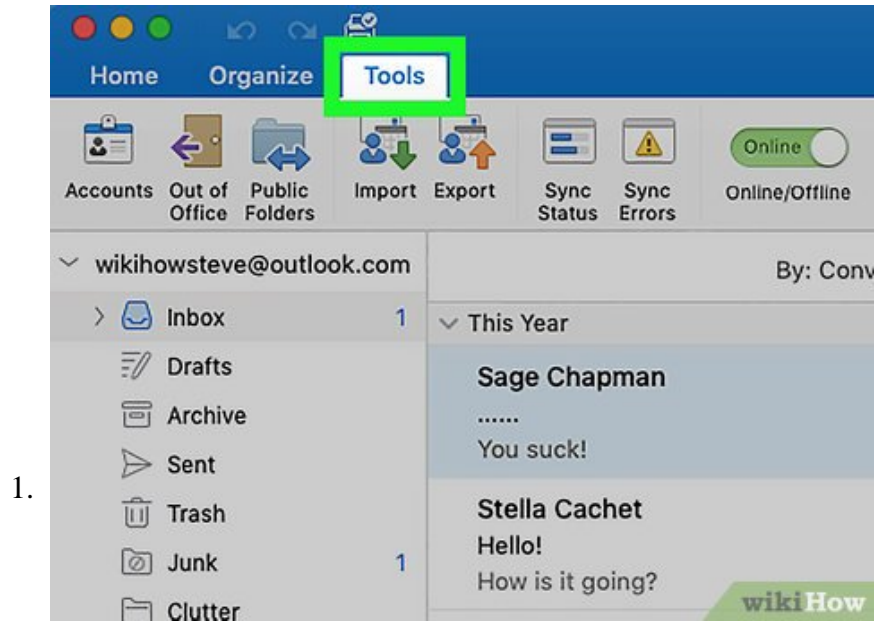
Click **Public Folders**. This will expand and show all the public folders you have been granted access to.



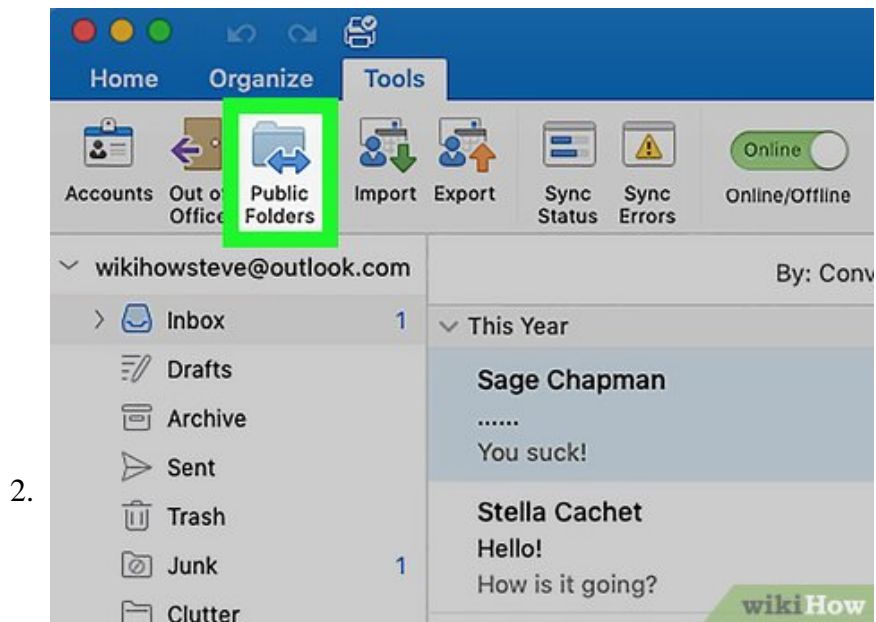
**Click the public folder you want to access.**

Method 2 of 2:

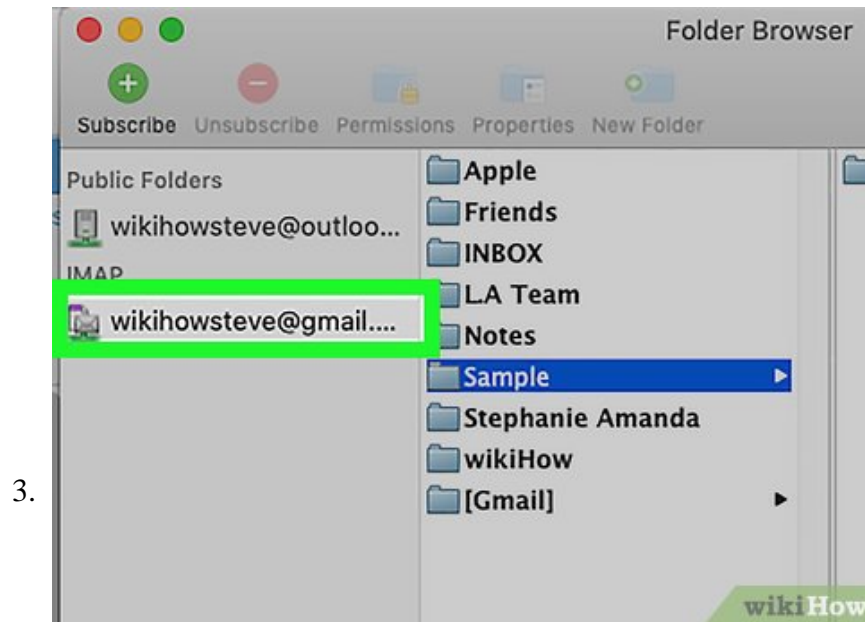
**On Mac**



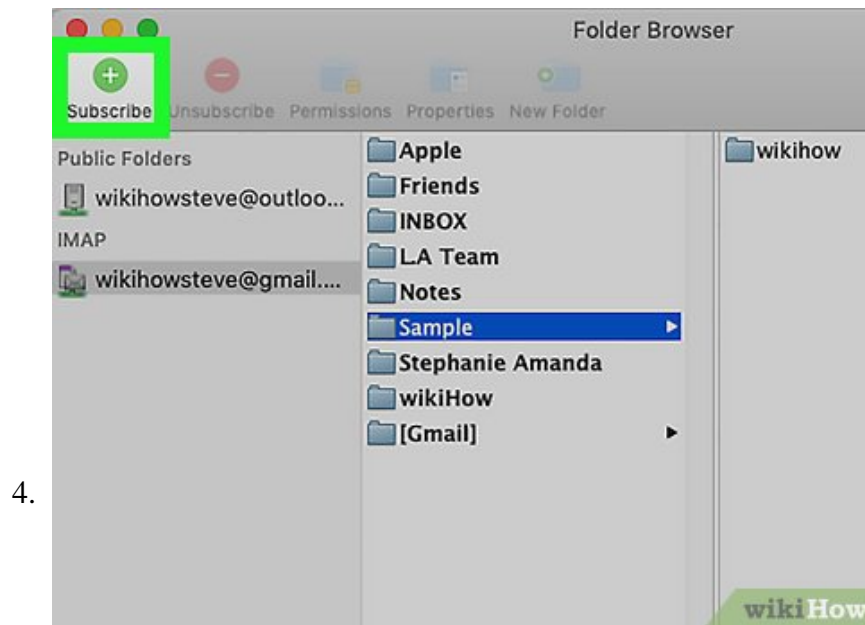
Click **Tools**. It's in the menu bar at the top.



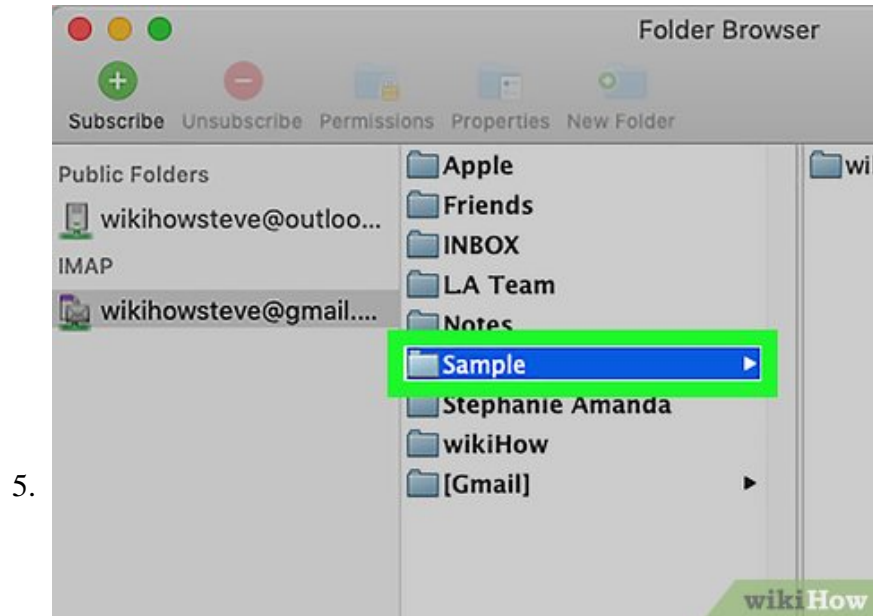
Click **Public Folders**. It's in the tools menu.



Click a public folder.



Click **Subscribe**. It's next to the green icon with the "+" sign. Subscribed folders appear in the navigation pane.



**Click a folder in the navigation pane.** The navigation pane is to the left. Click a public folder to view the contents of that folder.

You finished reading the article "**How to Access Public Folders in Outlook 2016 on PC or Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.