

Exchange Email System – Using Public Folders in Outlook 2003 & 2007



Note: To request the creation of a Public Folder, employees should contact their college I.T. Department.

Working with Public Folders

Figure 0-1

You can view your organization's public folders by displaying the Folder List.

Anyone on the network can view the contents of any Public Folder.

-  Folder contains hidden sub folders. Click to display those hidden folders.
-  Folder's subfolders are displayed. Click to hide subfolders.

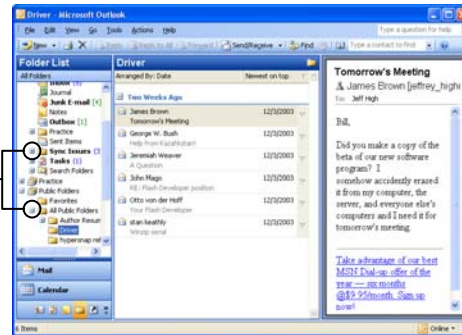


Figure 0-1

Public folders are stored on a Microsoft Exchange Server computer. Anyone on the network who uses the mail server can read and post to the server's public folders—but only if they have the proper access permissions.

In this lesson, you will learn how to view a public folder.

1. **Open the Folder List by clicking the Folder List button in the Navigation Pane.**

The Folder List appears. Remember that the Folder List displays its contents in a *hierarchical* view. An expand button (⊕) or a collapse button (⊖) beside a folder means a folder contains several subfolders. Normally, these subfolders are hidden. You can display the hidden subfolders within a folder by clicking the expand button (⊕) next to the folder.

2. **Click the expand button next to Public Folders.**

Public Folders expands and displays the subfolders nested within.

3. **Click the name of the public folder you want to view.**

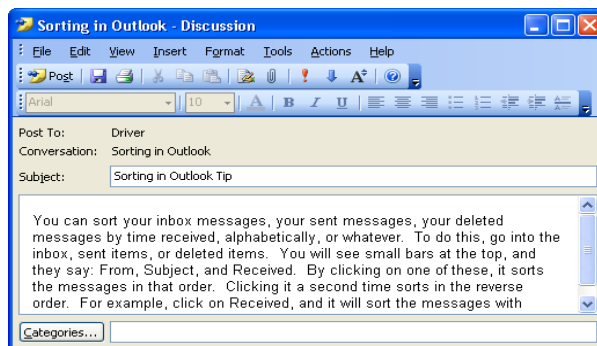
The contents of the public folder appear in the main Outlook window.

Adding a New Item to a Public Folder

Figure 0-2

You can add a new post to a public folder.

Figure 0-2



In this lesson, you will learn how to post a new item to a public discussion folder.

1. **Click the Folder List button in the Navigation Pane.**

The Folder List appears.

2. **Click the expand button next to Public Folders.**

Public Folders expands and displays the subfolders nested within.

3. **Click the name of the public folder you want to view.**

The contents of the public folder appear in the main Outlook window.

Here's how to post a new item to the discussion folder:

4. Select **File** → **New** → **Post in this Folder** from the menu, or click the **New Post in This Folder** button on the toolbar. A new Discussion form appears, ready for you to post your message to the discussion folder.
5. **Type your subject and message.**
When you're finished, move on to the next step.
6. **Click the Post button on the toolbar.**
Your message joins the list of items in the public discussion folder

Replying to Items in a Public Discussion Folder

Figure 0-3

Replying to a posting in a public discussion folder.

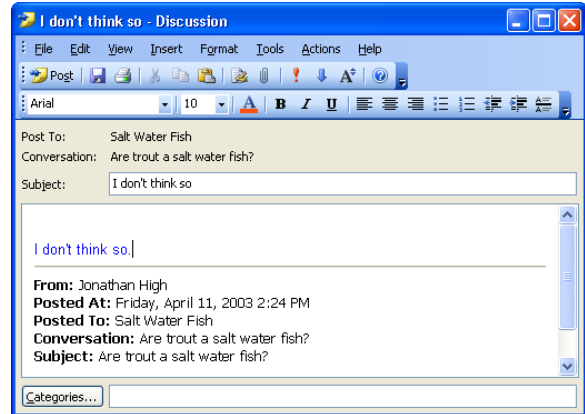


Figure 0-3

Not only can you start a new topic—you can also reply to an existing topic. In this lesson you will learn how to add your thoughts to an existing discussion.

1. **Click the Folder List button in the Navigation Pane.**
The Folder List appears.
2. **Click the expand button next to Public Folders.**
Public Folders expands and displays the subfolders nested within.
3. **Click the name of the public folder you want to view.**
The contents of the public folder appear in the main Outlook window.
4. **Find and double-click the message you want to reply to.**
The message opens in its own window so you can read it. Here's how to reply to a message:
5. **Click the Post Reply button on the toolbar.**
The Discussion Reply window appears. The text of the original message appears in your reply, just as it does when you reply to an e-mail.
6. **Type your subject and message.**
Your reply appears in a different color than the original text. When you're finished, move on to the next step.
7. **Click the Post button on the toolbar.**
Your reply joins the list of items in the public discussion folder.

When you post a reply, try to be courteous and polite—remember that hundreds of people may be able to see what you've written.

Using Folders to Organize Information

Figure 0-4

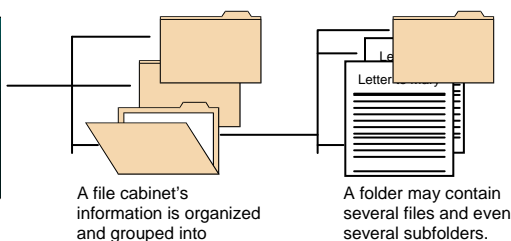
Storing information in a file cabinet.



Figure 0-4

Figure 0-5

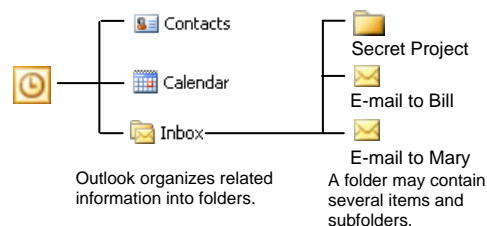
Storing information in Outlook.



A file cabinet's information is organized and grouped into folders.

Figure 0-5

A folder may contain several files and even several subfolders.



Outlook organizes related information into folders.

E-mail to Mary
A folder may contain several items and subfolders.

Outlook allows you to create different type of folders. For instance, you can create a Calendar folder, a Contacts folder, Email Messages folder, and so on. The following steps show how you can create folders (same steps can be followed to create a folder under a Public Folder).

Creating a Folder

Figure 0-6

The Create New Folder dialog box.

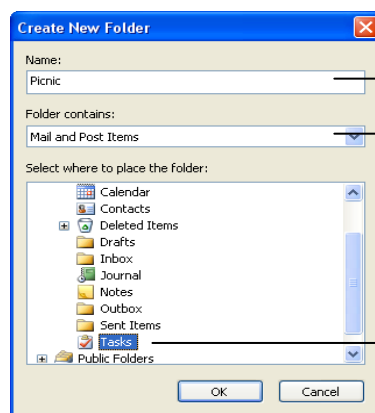


Figure 0-6

Enter the name of the new folder.

Specify the type of item you want to keep in the new folder.

Select where you want to place the new folder. You can display the hidden folders within a folder by clicking the plus sign (+) beside the folder. (You can also select a location within the Public Folders).

This lesson will show you how to create a new folder for storing and organizing your e-mail messages.

1. Click the **Mail** button in the Navigation Pane since it's easier to work with a folder if you can see it!
2. Click the **New Mail Message** button list arrow on the toolbar and select **Folder**.
The Create New Folder dialog box appears, as shown in Figure 0-6. You have to specify three things: 1) The name of the new folder, 2) The type of item you want to keep in the new folder (i.e. Mail, Calendar, Contacts, etc.), and 3) Where you want to place the new folder.
3. Click in the **Name** box and type **Picnic**. Next, we need to specify what we want to keep in the new folder.
4. Make sure **Mail and Post Items** appears in the **Folder contains** list.
Finally, you need to specify where you want to keep the new folder. In this lesson, let's place the new Picnic folder in the Practice folder's Task folder.
5. Click the **Tasks** folder located under the Practice folder.
6. Click **OK**. Outlook creates the new Picnic folder under the Tasks folder.

Sharing Your Calendar and Other Outlook Folders in Outlook 2003 or 2007

Figure 0-7
The Calendar Properties dialog box.

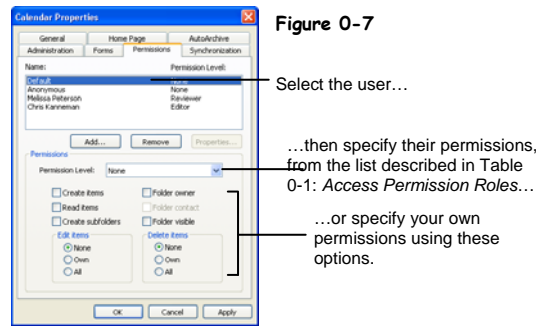


Figure 0-7

Select the user...

...then specify their permissions, from the list described in Table 0-1: Access Permission Roles...

...or specify your own permissions using these options.

Although we will be explaining how to share your Calendar folder in this lesson, you can use the same procedure to share any Outlook folder, such as your Contacts or Tasks list, Journal, or Notes.

1. Click the **Calendar** button in the Navigation Pane. Here's how to share your Calendar.
2. If using Outlook 2003, click **Share My Calendar** in the Navigation Pane. (If using Outlook 2007, Right-Click over the calendar that you want to share and select **Change Sharing Permissions**.)
3. Click **Add**. The Add Users dialog box appears. You've probably been doing this long enough to know what to do next.
4. Find and double-click the name(s) of the person(s) who will have access to your folders. Each name that you double-click appears in the Add Users list.
5. Click **OK**. The Add Users dialog box closes and the name(s) you selected appear in the Name list.
6. Select a user from the Name list. You can select multiple names by holding down the <Ctrl> key as you click each name.
7. With the user name(s) still selected, click the **Permission Level** list arrow.
8. Select the role you want to assign to the person. The selected role appears in the Roles box. The check boxes below are updated to reflect the tasks the user is permitted to perform. **NOTE:** You can also create your own custom permissions by checking/unchecking the check boxes to grant/deny the corresponding permissions.
9. Click **OK**. The selected users can now view and, depending on the permissions you set, even modify the appointments in your Calendar.

Table 0-1: Access Permission Roles

Role	You Can...
Owner	Create, read, modify and delete all items and files and create subfolders. As the folder owner, you can change the permission levels others have for the folder.
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders.
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders and modify and delete items and files you create.
Author	Create and read items and files, and modify and delete items and files you create.
Nonediting Author	Create and read items and files and delete items and files you create. Cannot modify items.
Reviewer	Read items and files only.
Contributor	Create items and files only. The contents of the folder do not appear.
None	Not open the folder; you have no permission.