ADDING PRAYER REQUEST AND BULLETIN BOARD TO FAVORITE FOLDERS

Public Folders do not display nor update when used with Outlook Today as we originally thought. This procedure does work and will allow you to keep up with items posted in these folders.

1. In the left hand section under ‘All Mail Folders’ find the line that says “Mailbox - <your name>”
2. Right click on that mailbox line and choose properties from the drop down menu
3. Click on the advanced button
4. Click on the advanced tab
5. Check the box that says ‘download public folder favorites’
6. Click OK twice
7. At the bottom left click on the folder icon for Folder List
8. Click the plus sign beside Public folders
9. Click the plus sign beside All Public Folders
10. Right click the Prayer request folder and choose ‘Add to Favorites’
11. Right click the Bulletin Board folder and choose ‘Add to Favorites’
12. Click the plus sign to expand Favorites under Public Folders
13. Right click on Prayer Requests in Favorites and choose ‘Add to Favorite Folders’
14. Right click on Bulletin Board in Favorites and choose ‘Add to Favorite Folders’
15. Click the Mail button in the Navigation pane to return to the Mailbox view
16. Prayer requests and Bulletin Board should now be in the Favorite folders list at the top left and should update when new items are put in the folders. The folder name in Favorite Folders will turn bold when unopened items are in the folder. There will also be a number in blue indicating how many unopened items are in the folder.