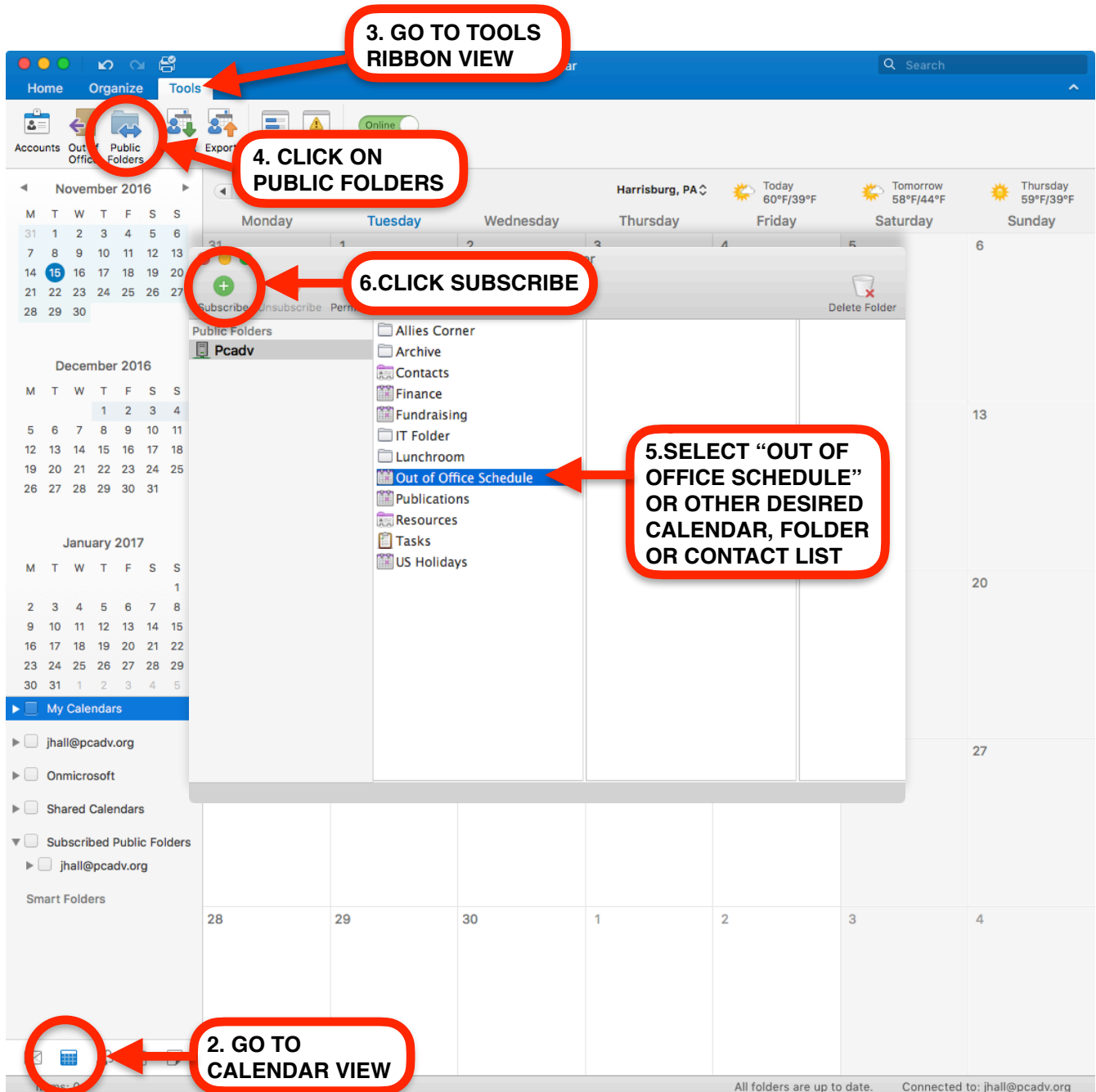


How To Configure Public Folders (Out Of Office)

1. Open Outlook 2016



The screenshot shows the Outlook 2016 interface with several red callout boxes and arrows pointing to specific UI elements:

- 3. GO TO TOOLS RIBBON VIEW**: Points to the 'Tools' tab in the ribbon.
- 4. CLICK ON PUBLIC FOLDERS**: Points to the 'Public Folders' button in the ribbon.
- 6. CLICK SUBSCRIBE**: Points to the '+' icon in the 'Public Folders' pane.
- 5. SELECT "OUT OF OFFICE SCHEDULE" OR OTHER DESIRED CALENDAR, FOLDER OR CONTACT LIST**: Points to the 'Out of Office Schedule' folder in the list.
- 2. GO TO CALENDAR VIEW**: Points to the calendar icon in the bottom-left corner.

The interface shows the 'Tools' ribbon, the 'Public Folders' pane, and a list of folders including 'Allies Corner', 'Archive', 'Contacts', 'Finance', 'Fundraising', 'IT Folder', 'Lunchroom', 'Out of Office Schedule', 'Publications', 'Resources', 'Tasks', and 'US Holidays'. The calendar view is currently set to 'November 2016'.