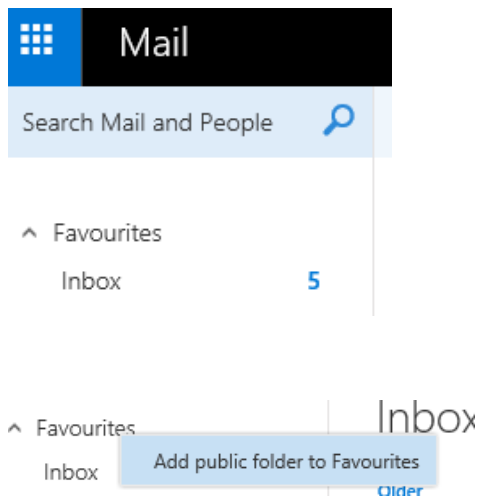


Accessing Public Folders via Stone\OWA

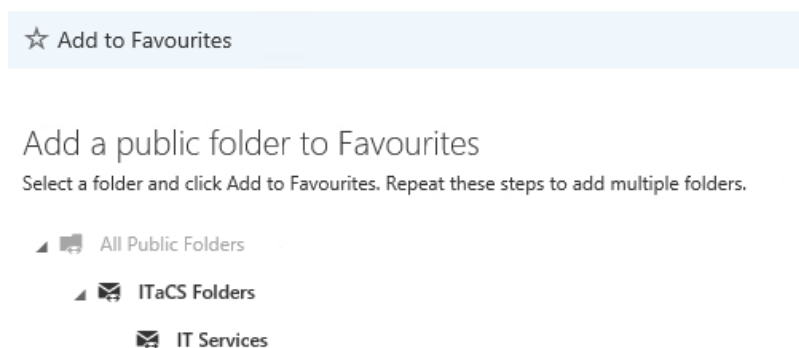
For Staff the process for accessing public folders has changed slightly with the latest Microsoft upgrade. To view a public folder, it needs to be added to the “Favorites” section of your email. Please follow these steps to add Public Folders.

1. Log into stone,
2. Right click on Favorites and select “add public folder to favorites”

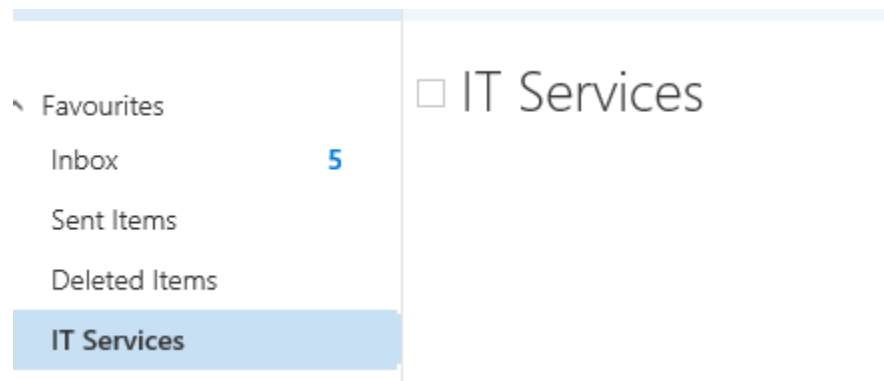


3. A window will then open showing the public folder tree that the user has access to.
4. Drill down to the required folder and click once on it
5. Click add to favorites (at the top).

N.B: This needs to be repeated for all the required folders. Click the X to close when finished.



The folder will then appear under “Favorites” and can be browsed.



The folder can be moved up and down the list by right-clicking and select move up\down the list.