

The screenshot shows the Microsoft Outlook interface. At the top, there is a ribbon with tabs for FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW. Below the ribbon are various action buttons like 'New Email', 'Delete', 'Reply', 'Forward', and 'Meeting'. The left sidebar contains a 'Favorites' section with 'Inbox 9' selected, and a 'Navigation Pane' for the user 'enash@olhcc.edu' showing folders like 'Inbox 9', 'Drafts [7]', 'Sent Items', 'Deleted Items 21', 'Junk E-Mail [34]', 'Outbox', 'Ricoh copier', 'RSS Feeds', and 'Search Folders'. A red arrow points to a three-dot menu icon in the 'Search Folders' section. The main pane displays a list of emails, including 'Spiceworks', 'SolarWinds' (highlighted), 'IT Ticket', 'Tedesco, Ken', and 'CHOQUETTE, LAUREN'. The bottom status bar shows 'ITEMS: 250 UNREAD: 9' and 'ALL FOLDERS ARE UP TO DATE'.

1) Click on the three dots

The screenshot shows the Microsoft Outlook interface. At the top, there is a ribbon with tabs for FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW. Below the ribbon are various action buttons like 'New Email', 'Clean Up', 'Delete', 'Reply', 'Forward', and 'More'. On the right side, there are 'Quick Steps' for 'Jessica N', 'Team Email', and 'Reply & Delete'. The left navigation pane shows 'Favorites' with 'Inbox 9' selected, and a list of folders for 'enash@olhcc.edu'. A context menu is open over the 'Folders' folder, with 'Folders' highlighted. A red arrow points to the 'Folders' folder in the navigation pane. The main pane shows a list of emails, including 'Spiceworks', 'SolarWinds', 'IT Ticket', and 'Tedesco, Ken'. The bottom status bar shows 'ITEMS: 250 UNREAD: 9' and 'ALL FOLDERS ARE UP TO DATE'.

2) Click on Folders

Inbox - enash@olhcc.edu - Outl

FILE HOME SEND / RECEIVE FOLDER VIEW

New Email New Items Clean Up Ignore Delete Reply Reply All Forward Meeting More

Deleted Items 21 Calendar rchester@olhcc.edu Contacts Journal Junk E-Mail [34] Notes Outbox Ricoch copier RSS Feeds Sync Issues 231 Tasks Search Folders Unread Mail 240 IT Department Public Folders - enash@olhc...

Search Current Mailbox (Ctrl+E) Current Mailbox

All Unread By Date Newest

Today

Spiceworks  
Are you an IT geek? 10:09 AM  
Celebrate Geek Pride Day early.

SolarWinds  
Win an opportunity to live like a king! 10:03 AM  
Rule your log data! Win a chance to live like a

IT Ticket  
[Ticket #4183]New Work Order - Improving E-... 9:25 AM  
On May 19, 2015 @ 09:24 am, David

Tedesco, Ken  
OLHCC in Advocate - Gayle Benson 8:32 AM  
<http://www.theneworleansadvocate.com/news/1>

CHOQUETTE, LAUREN  
public folders 7:43 AM  
It worked. Thank you, Lauren

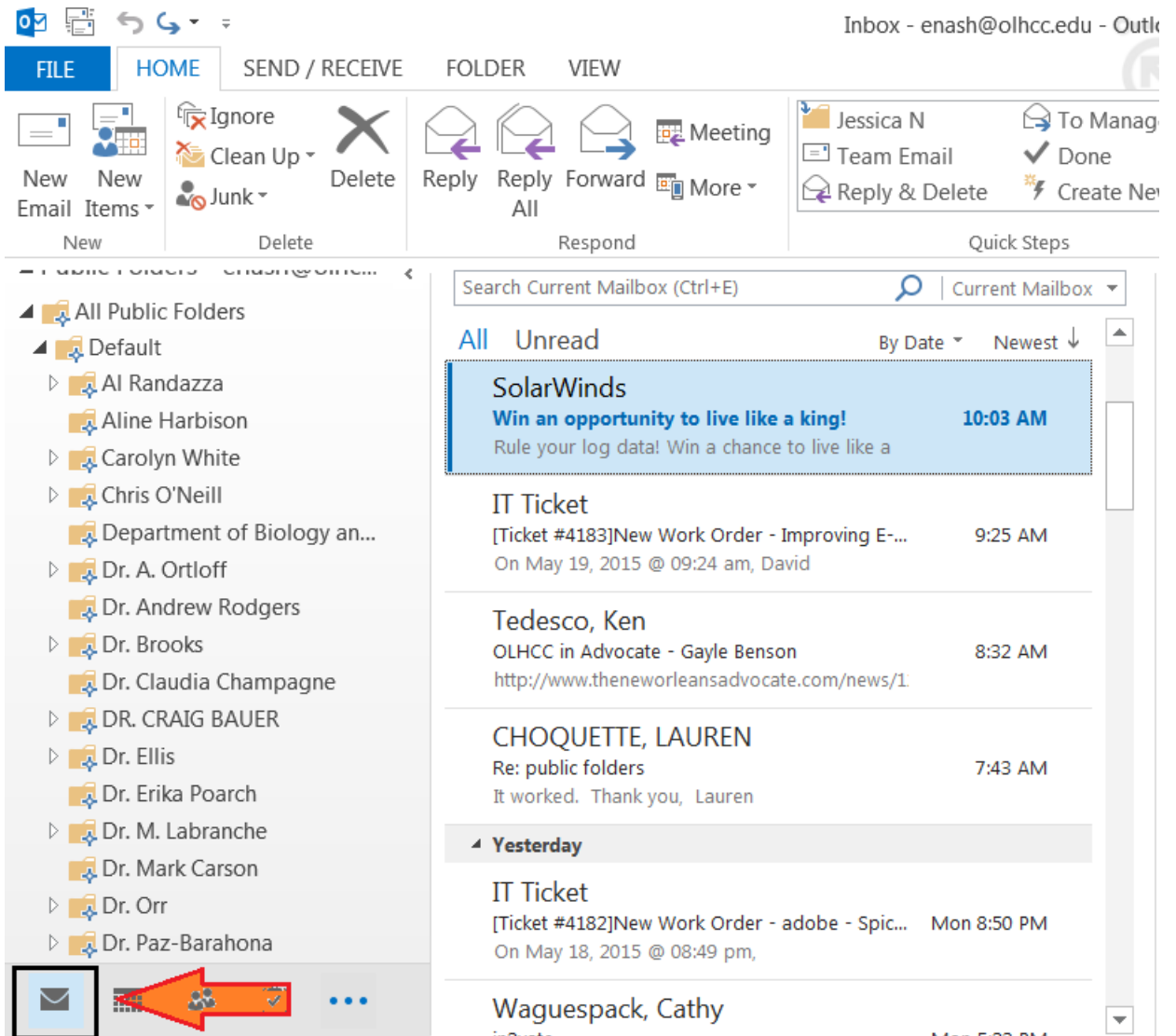
Yesterday

3) Click on the little arrow pointing toward Public Folder.

The screenshot shows the Microsoft Outlook interface. The top ribbon includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', and 'VIEW'. The left sidebar shows the folder hierarchy under 'IT Department' and 'Public Folders - enash@olhc...'. The main pane displays a list of emails, including a 'SolarWinds' advertisement and several 'IT Ticket' entries. Two red arrows point to the 'All Public Folders' and 'Default' folders in the left sidebar.

ITEMS: 251 UNREAD: 10 ALL FOLDERS ARE UP TO DATE

4) Click on the little arrow pointing toward All Public Folders and also Default.



Clicking on the mail box will direct you back to your inbox.