# SJCSDInfoTech

Add Public Folder to OWA Desktop

First things first, what is Public Folder?

Public folders are designed to provide an easy and effective way to collect, organize, and share information with groups of SJCSD staff (schools, etc). Public folders are the district's recommended replacement for FirstClass Conferences. They are suitable for use when the desire is to share static content to a document repository (phone number databases, handbooks, school schedules, etc).

Add a Public Folder to your OWA Desktop-

1. Launch **Internet Explorer**(*Chrome browser is not currently supported*) and access the following link:

SJCSD Office 365 OWA Link - https://www.outlook.com/owa/stjohns.k12.fl.us
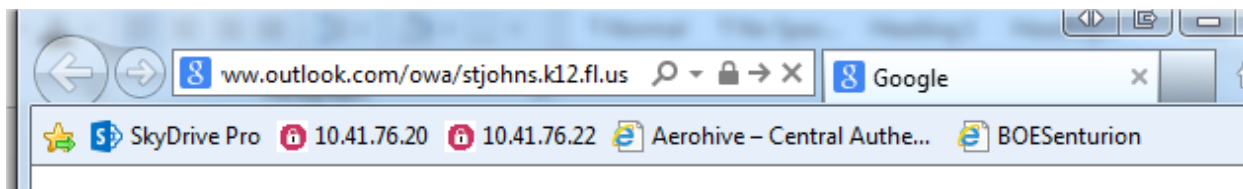
2. You will be automatically logged in to OWA using your STJOHNS credentials (e number) in the background. The "Outlook Web App loading" (figure 1) screen will display briefly before you are taken to your OWA Mailbox (figure 2).
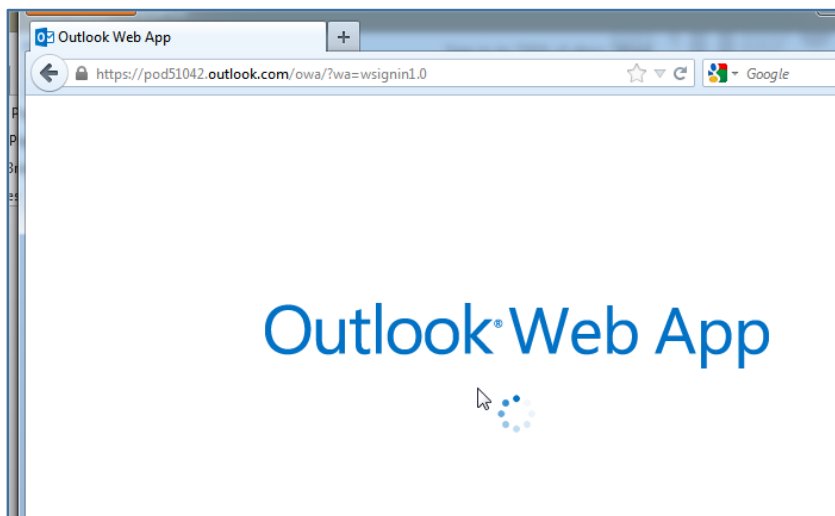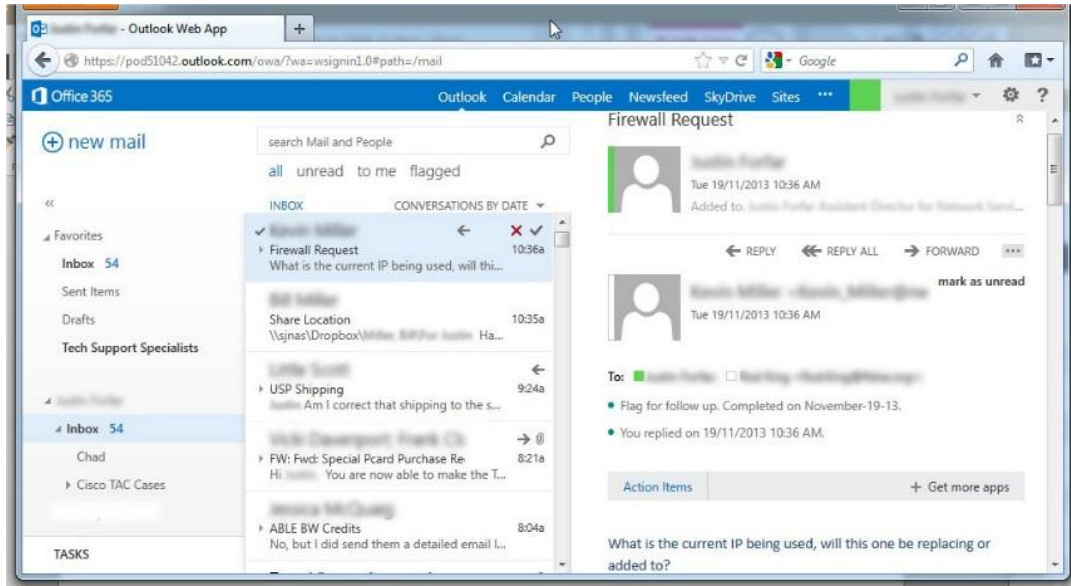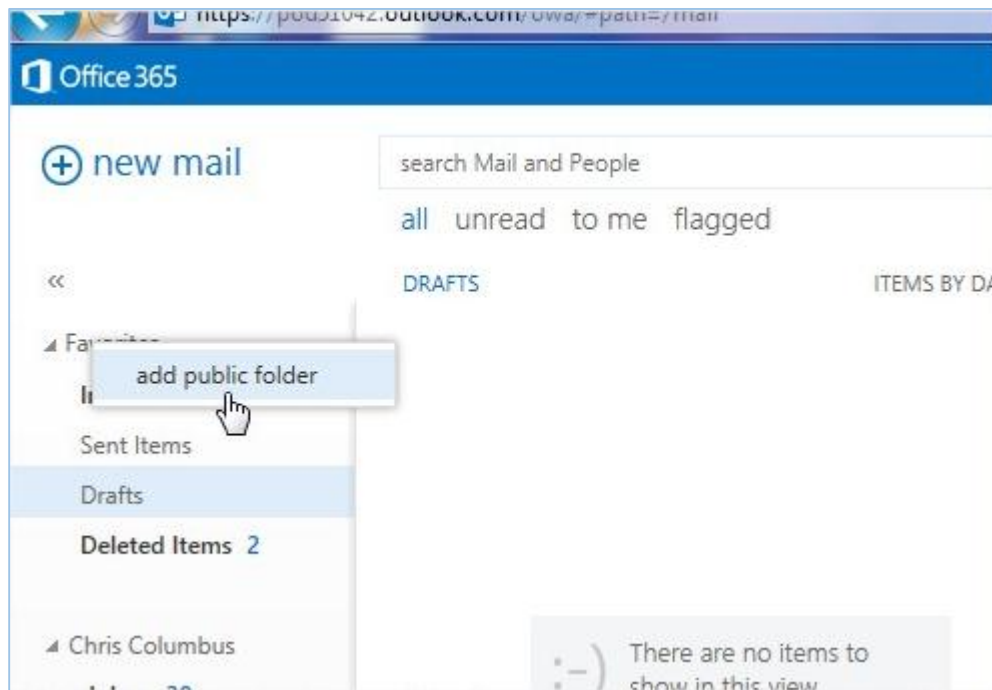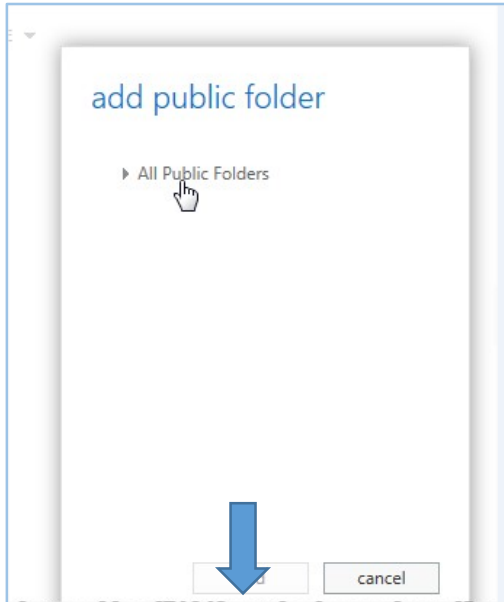
Figure 1

Figure 2

3. Right click on the word "Favorites" above your Inbox. Then click on "add public folder".

4. Now expand the list of available public folders by left-clicking on the arrow to the right of "All Public Folders". Highlight the desired folder from the group and click "Add".

5. The public folder will be displayed on the left side of your OWA desktop at the bottom of your list of "Favorites".

Need assistance with this
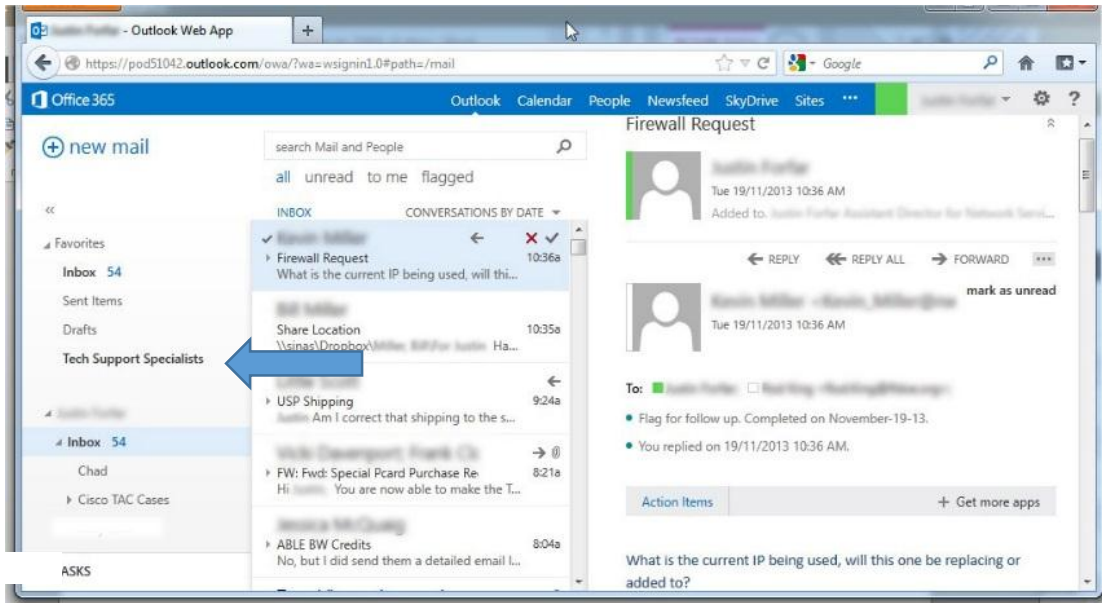
If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please contact the Information Technology Help Desk at **904-547-HELP(4357)**, if at home or outside the district, or **1HELP (14357)** from inside any district building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.