How to add Barter Board to your Favorites on Windows 8.

- Near the bottom panel on outlook, near mail, calendar, people and task, click the 3 dots near the Mail, Calendar, People, Tasks button.

![Mail Calendar People Tasks](image)

- A submenu should pop up. Click “Folders”

![Navigation Options](image)

- On the left panel, Public folders should appear. Click the white arrow beside Public folder to expand. “All Public folders” should appear. Click the white arrow in font of “All Public Folders to expand and see the full list of folders. Right click on a folder to add it to your favorites.

![Public Folders](image)