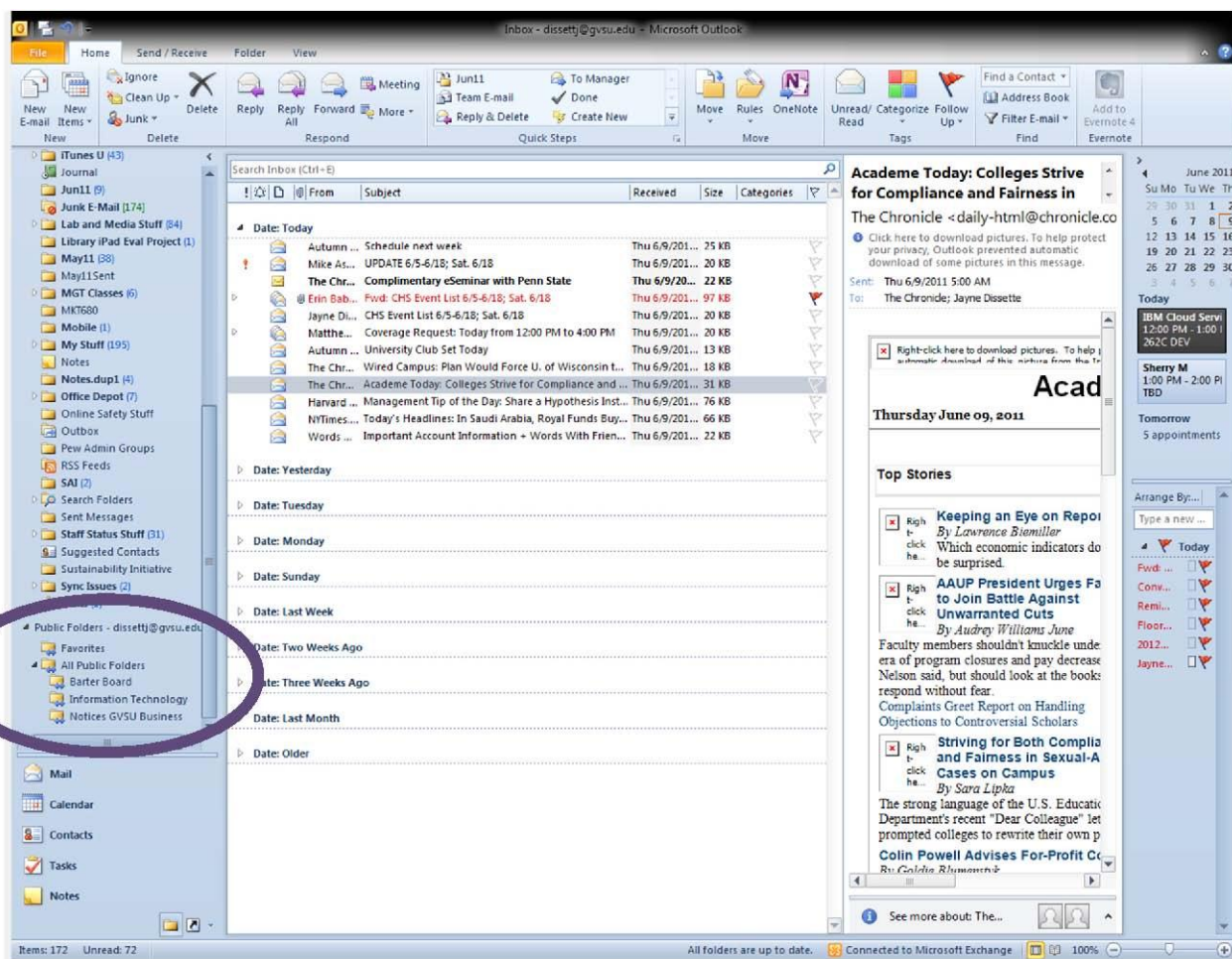


# Posted Messages in Outlook Win2010

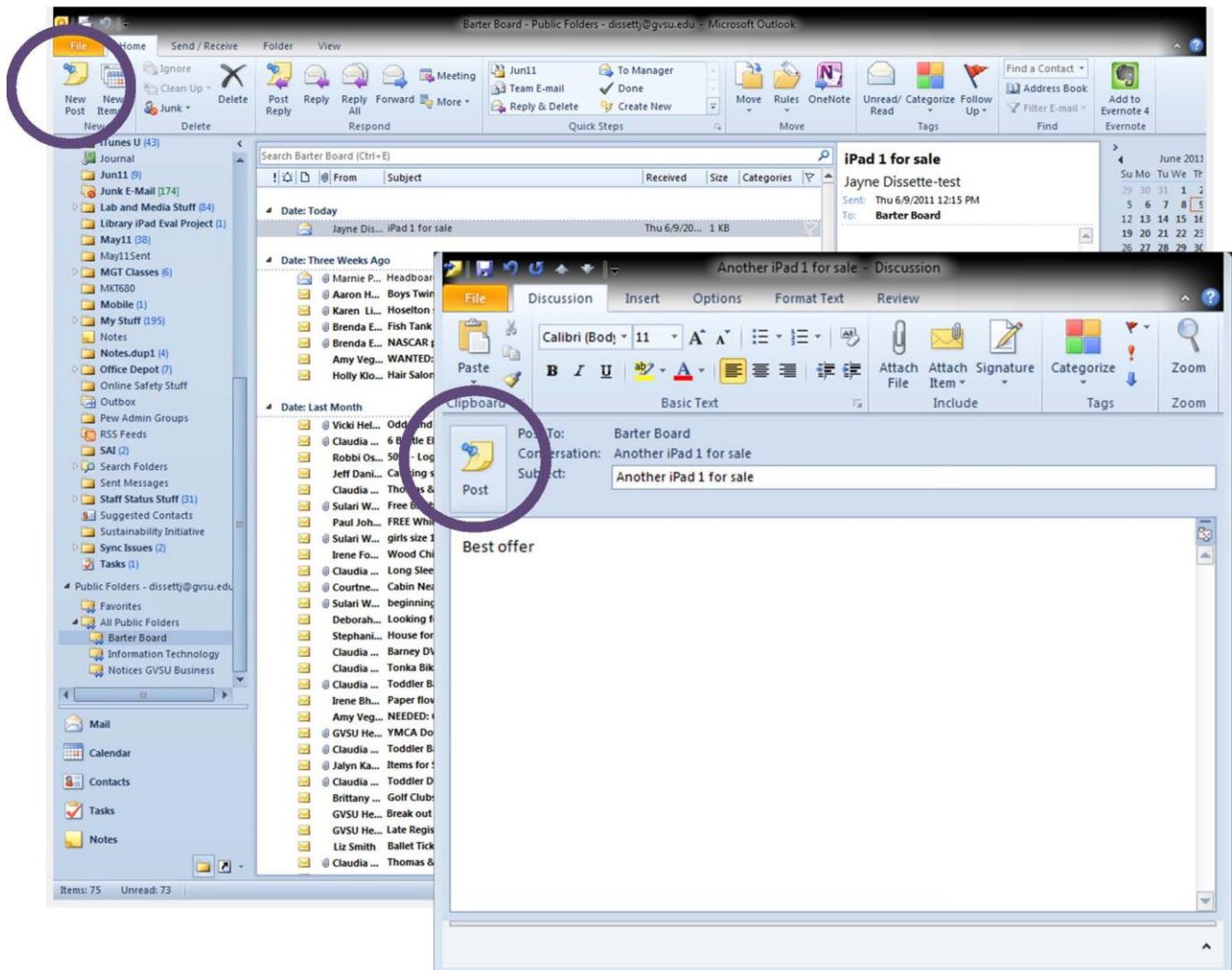
## Windows

To view the Shared Folders, click the small folder icon at the bottom of your left pane (Navigation Pane). You will then see Public Folders last in the list of folders. Clicking the small arrow to the left of the folder name will expand the folder. Note that at this time, there are no options for posted messages from the main email screen.



Click on one of the public folders to open it and you will now get a button for a posted message (first button on the ribbon).

Click the New Post Button and fill out the Subject and Body text and then click the Post Button to submit your posted message to the Shared Folder.



Note the icons are different as one of the messages was posted from Outlook 2011 (Macintosh -works as email) and the newer post was just added from Outlook 2010 (Win).

