



# Quick Overview, Public Folders for SoHosted with Outlook 2003

## Objective

This document instructs the user on how to successfully Access their Public Folders using Outlook 2003. The SoHosted service also offers online email accessible via: <https://mail.sohosted.biz/exchange>

This will allow you to read/send e-mail and attachments as well as access to Calendar, Contacts, Tasks and Public folders. More information on the use of the Web Outlook client can be found in the '*Using Outlook Web Access to access SoHosted*' document.

## Software Requirements

Access to an Outlook 2003 SoHosted account as setup in the document '*Integrating SoHosted and MS Outlook 2003 v1.3.PDF*' found here:

<http://partner.openhand.is/documents/Integrating%20SoHosted%20and%20MS%20Outlook%202003%20v1%203.pdf>

A connection to the Internet, MS Outlook 2003 with up-to-date Microsoft Patches:

<http://office.microsoft.com/en-us/downloads/maincatalog.aspx>

Microsoft XP with Service Pack 2 or Microsoft XP with SP1 and HotFix:

<http://support.microsoft.com/?kbid=331320>

Windows 2003 with SP1 or higher can also be used.

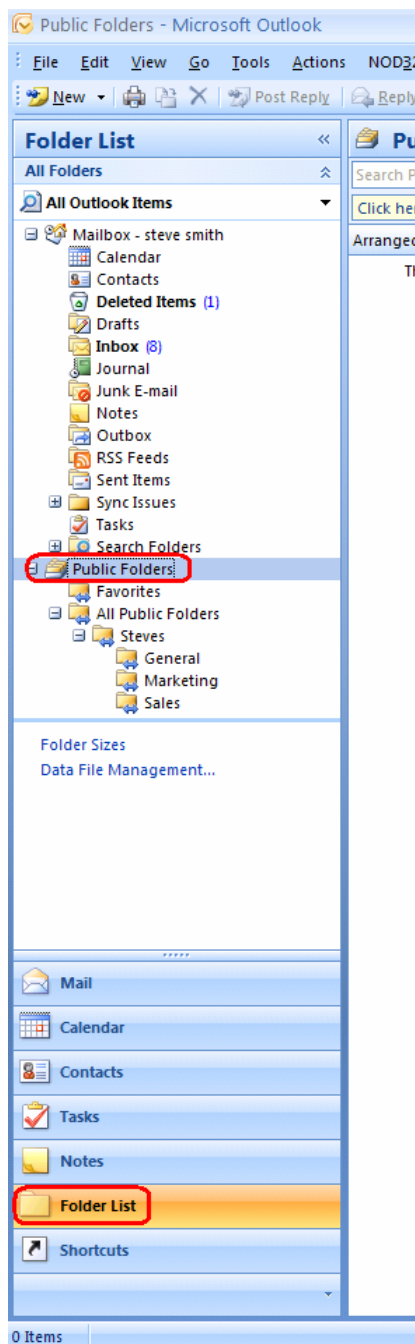


## Accessing Public Folders with Outlook 2003

If you have several people using the SoHosted service each will be able to have access to these Public folders if desired.

### 1 – Public Folders

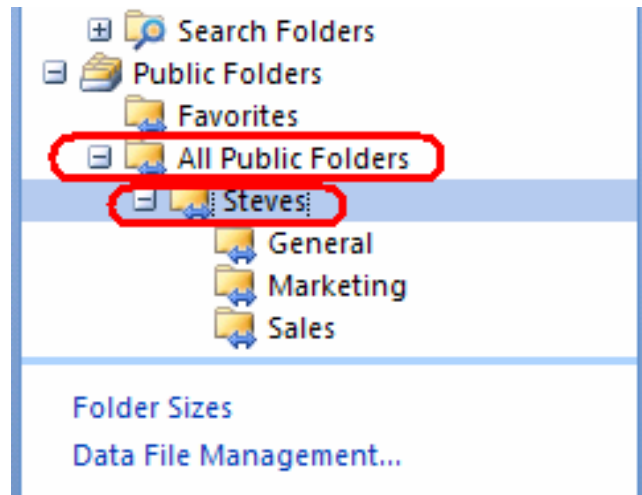
Once you have accessed your Outlook 2003 account, you may not see 'Public folders'. To access 'Public Folders' select 'Folder List' from the bottom left of the screen, this will show you any Public folders you have access to.





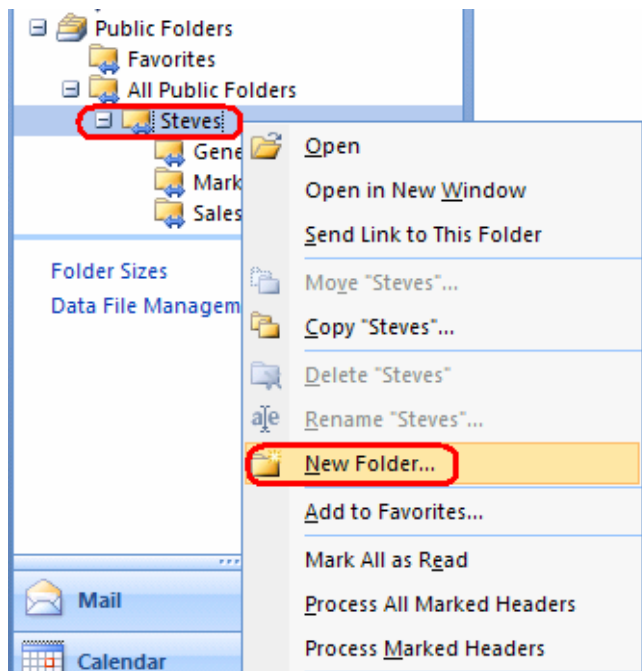
## 2 - Your Public Folders

Click on 'All Public Folders' the next folder will be either your Business name or something relevant to your SoHosted Account. (in this Instance 'Steves')  
Three default folders are setup called 'General', 'Marketing' and 'Sales'



## 3 - Creating a New Folder

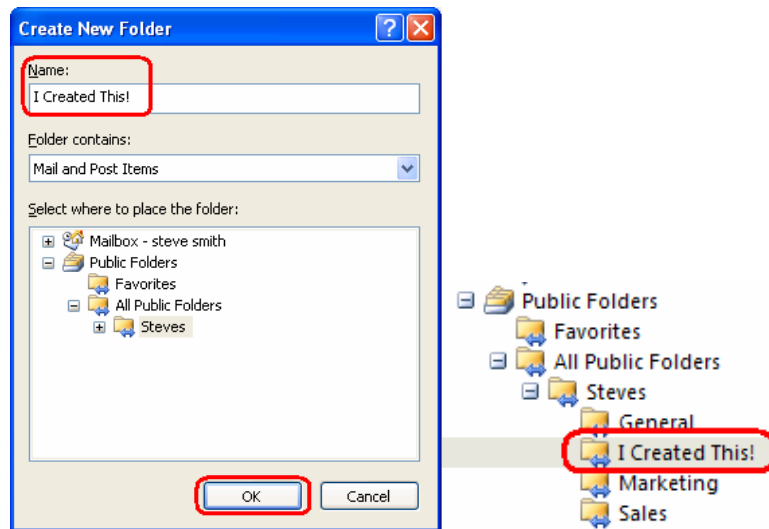
To Add a new folder highlight your Default folder 'Steves' then right click and select 'New Folder...' name the folder





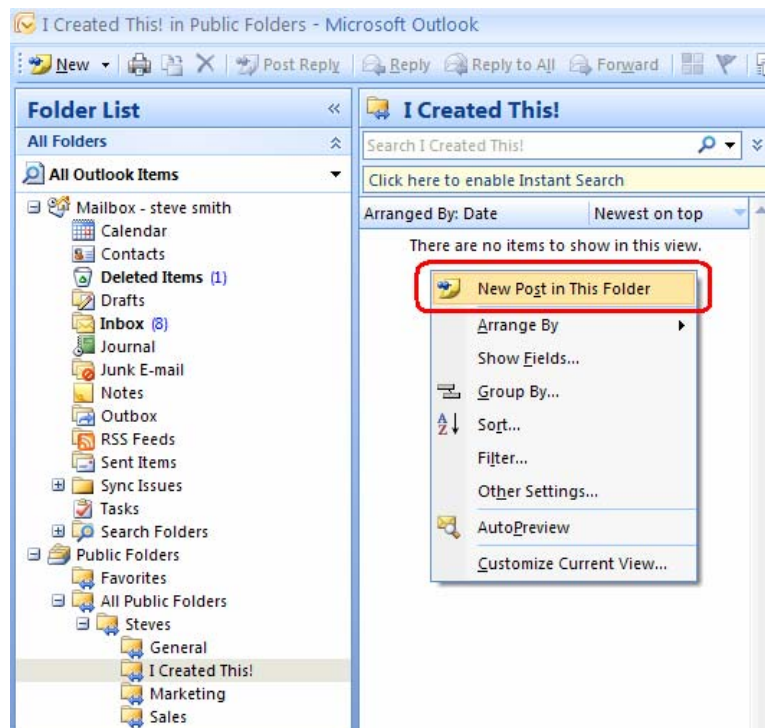
### 3a

Enter a 'Name' for the new folder and click on 'OK'



### 4 – Adding a new 'Post'

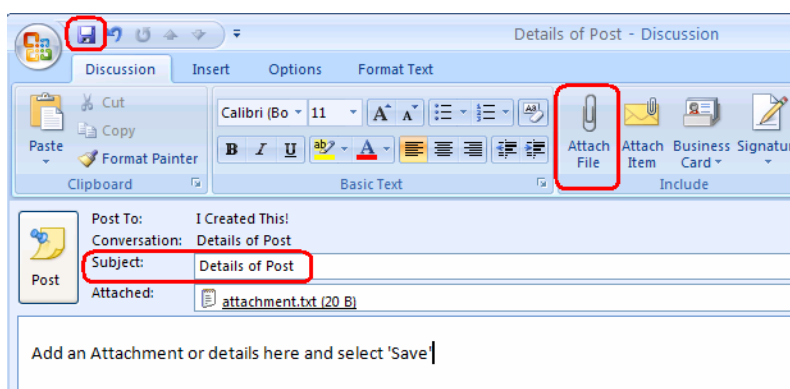
To create a new 'Post' select the folder you wish to create the 'Post' in and right Click followed by 'New Post in This Folder'





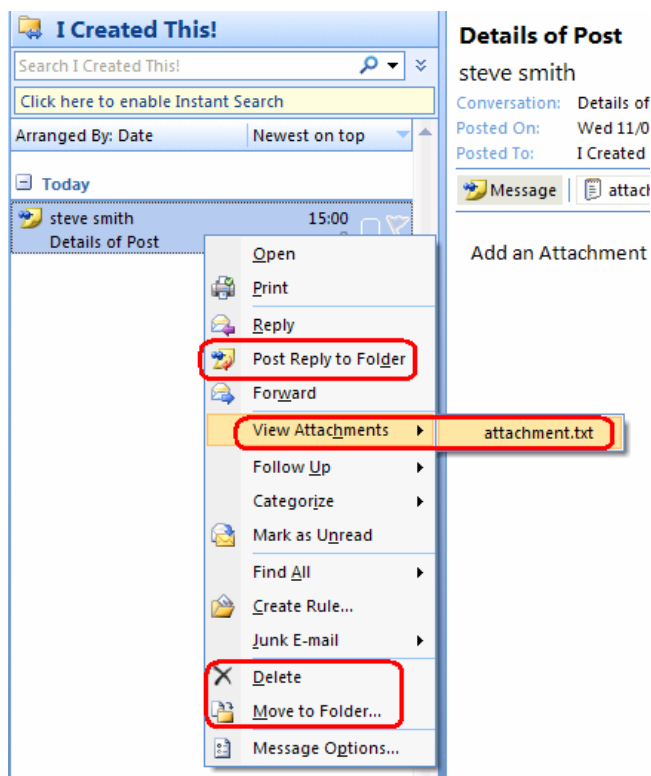
**4a**

'Attach a file', enter a 'Subject:' or just enter some details and then click 'Save'



**5 – Reading and Replying to a 'Post'**

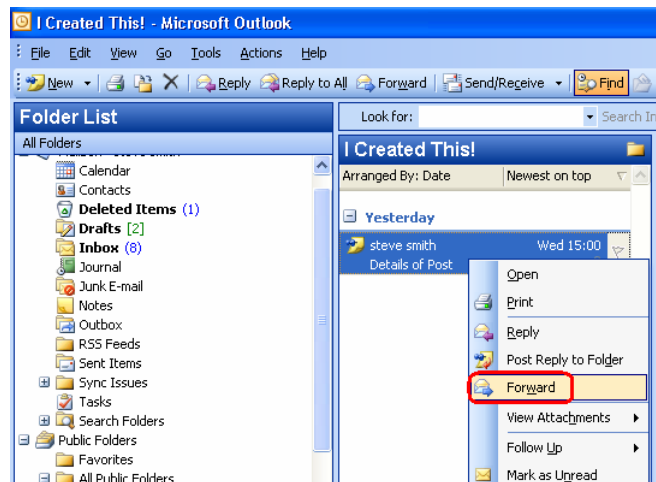
By clicking on the 'Post' it will open it in the Viewing pane opposite. Right Clicking the 'Post' will allow you several options, 'Post Reply to Folder', 'View Attachments', 'Delete' and 'Move to Folder' being very Useful.





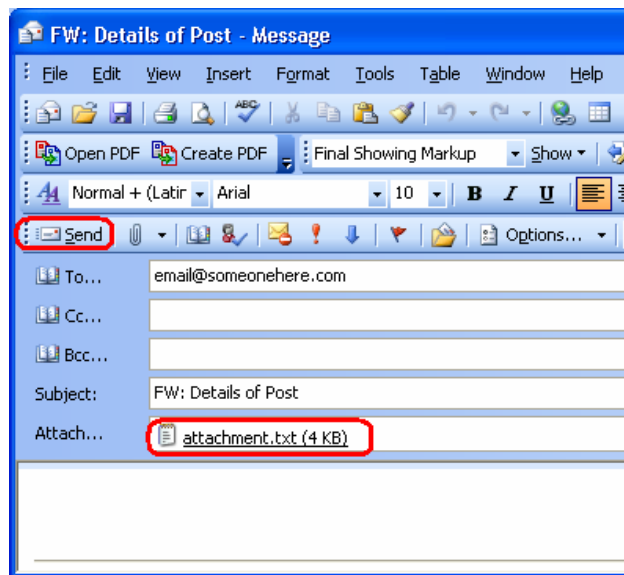
## 6 – Forwarding a 'Post'

Right click the 'Post' and select 'Forward'



### 6a

Fill in the details as you would a normal email and 'Send'. Note: Attachments are sent with the 'Post'



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