

## RE: Public e-mail folder

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*Source:*

<http://www.tech-archive.net/Archive/Windows/microsoft.public.windows.server.sbs/2007-11/msg04471.html>

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  - *Date:* Thu, 29 Nov 2007 09:38:01 -0800
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right click on the "email items folder" you have created and click add to favorites

"jalyo" wrote:

SBS 2003, using exchange and outlook 03. A user would like to have a public e-mail folder that is accessible by his staff. The reason is that when specific e-mail is received and he wants someone to take care of it he would like to dump it into that public folder.

I have created a folder in the public folder area, gave it permission for his staff but I do not know how to have the folder viewable in the Mail view. Currently end-users have their Mailbox and also an archive folder. I can go to the folder view and see all the Public Folders, access them, and also drop e-mails into them.

If you have any thoughts on how I can setup the end user to view public folders directly in their mailbox or if you have a better way of doing what I am looking for please let me know.