

# PLACING THE MCPS SPORTS FOLDER ON YOUR OUTLOOK DESKTOP

1. Log onto your Outlook account (not for web-based outlook access).
2. Double click on **Folders**, which is located off to the bottom left side of the main screen.
3. The Folder List should appear in the top left corner. Scroll Down until you see **Public Folders** and double click on it.
4. Two categories will appear under public folders (Favorites & All Public Folders). Double click on **All Public Folders**.
5. More categories will appear under All Public Folders. Select **Conferences** and double click on it.
6. More categories will appear under Conferences. Select **Extra Curricular** and double click on it.
7. Two categories will appear under Extra Curricular (MCPS Sports & SGA). Double Click on **MCPS Sports**.
8. You have now accessed the MCPS Sports Folder. Now instead of going through all these steps every time, let's create a shortcut:
  - a. Right click on **MCPS Sports** and select **Add to Favorites**.
  - b. A small gray box should appear. If you wish to call the folder something else besides MCPS Sports, type the name in the box.
  - c. Click on the **Add** button to the right.

