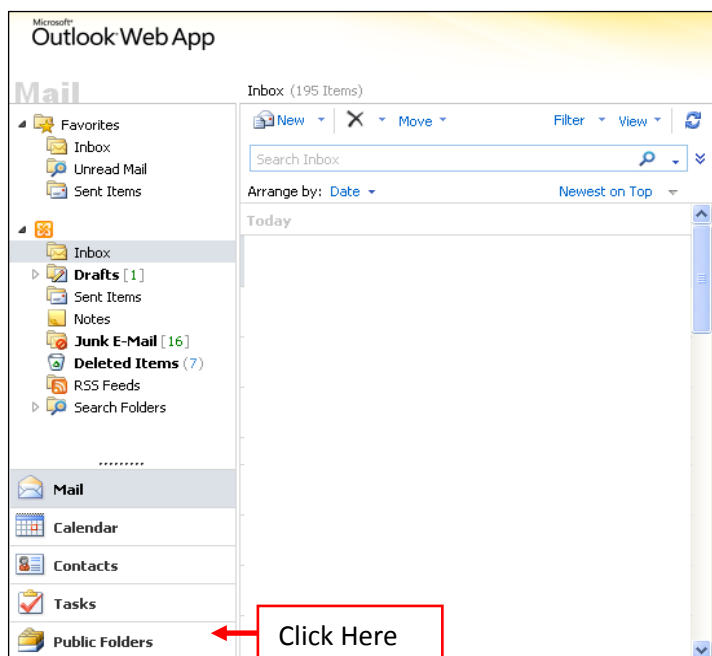


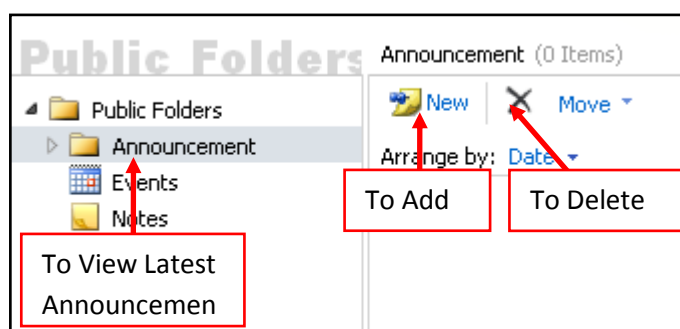
## How to view, add and delete items in the Public Folder

**Step 1:** Logon to your Microsoft Exchange using the <https://exchange.curtin.edu.my/owa> link.

Once you have logged on to the exchange, please click Public Folders as shown below.



**Step 2:** There will be 3 items in the Public Folder which is the Announcement folder, Events Calender and the Notes. In order to view the latest announcement, please click the announcement folder as shown below. Once you have clicked the Announcement folder then you can view the options to add an announcement or delete an announcement that you have just created.



You can also add upcoming events in Curtin in the Events Calender by clicking the events icon as shown below.

