

Software Application Training

Quick Reference Solutions

Public Folders

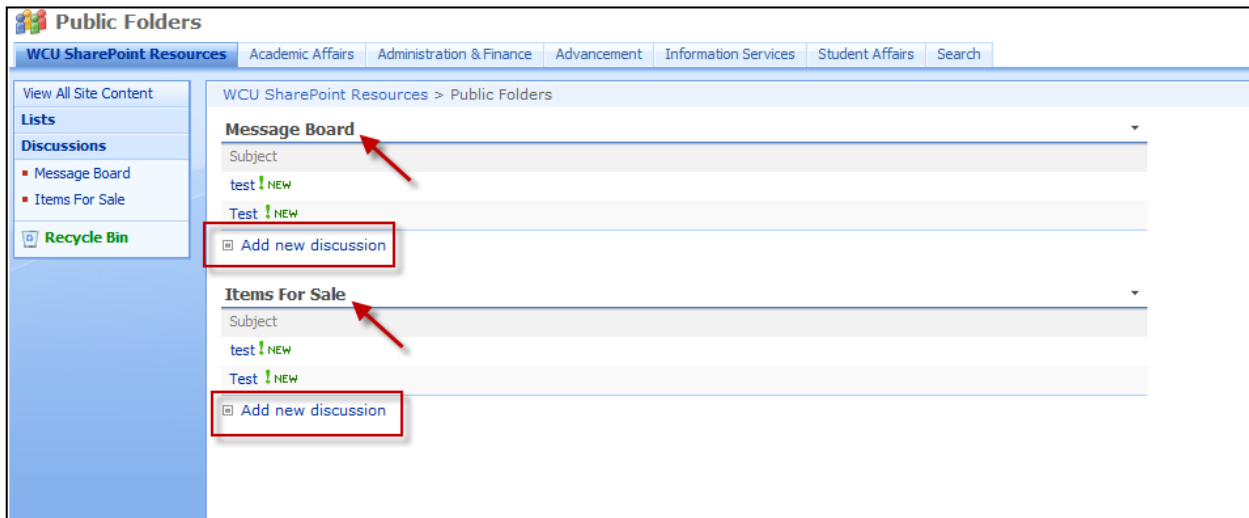
Accessing Public Folders:

Type the following URL into your browser.

<https://sharepoint.wcupa.edu/PublicFolders/default.aspx>

Posting to the Public Folders

1. Click **Add new discussion** under *Message Board* or *Items For Sale*.



2. Fill in the *Subject* and *Body* of the message

The screenshot shows the 'Message Board: New Item' form. The breadcrumb trail is 'WCU SharePoint Resources > Public Folders > Message Board > New Item'. The form has a yellow header with the title 'Message Board: New Item' and 'OK' and 'Cancel' buttons. Below the header is a toolbar with 'Attach File' and 'Spelling...' options. The 'Subject' field is marked with an asterisk and contains the placeholder text 'Enter the subject matter here'. The 'Body' field is a large text area with a rich text editor toolbar and the placeholder text 'Enter any information here'. 'OK' and 'Cancel' buttons are at the bottom.

3. Click OK

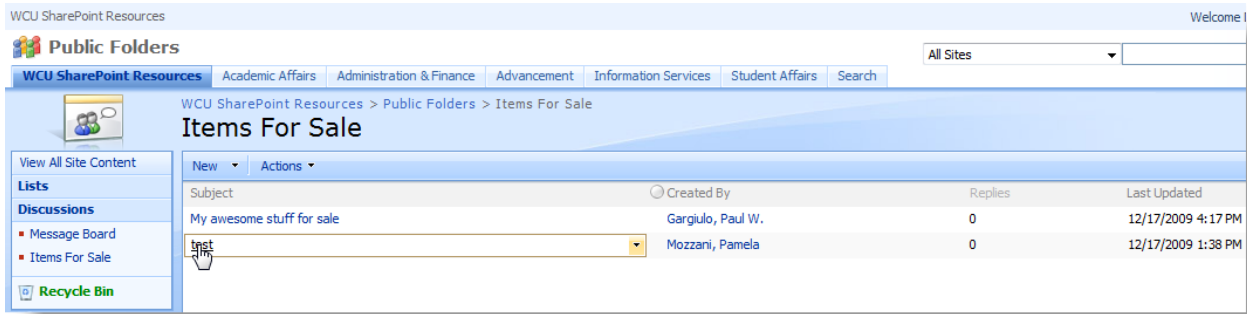
Contact the Faculty/Staff helpdesk with any questions, x3350.

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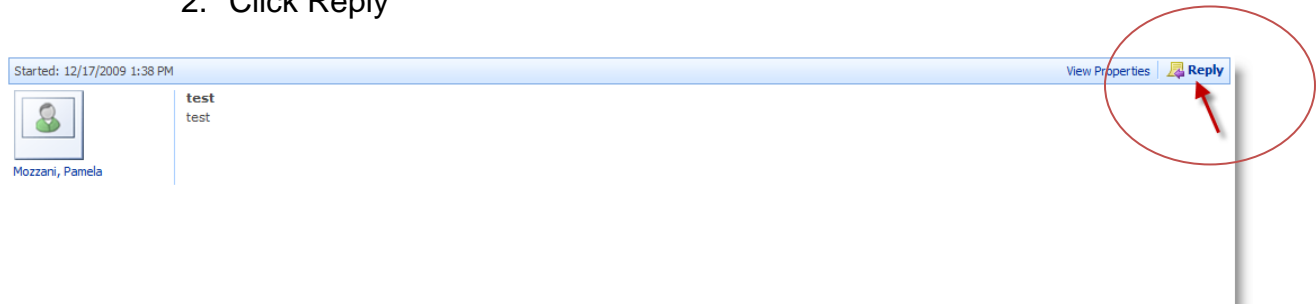
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Replying to a Post

1. Click the link to the post



2. Click Reply



3. Fill in the *Body* of the reply
4. Click OK

We recommend using the Internet Explorer browser.

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