

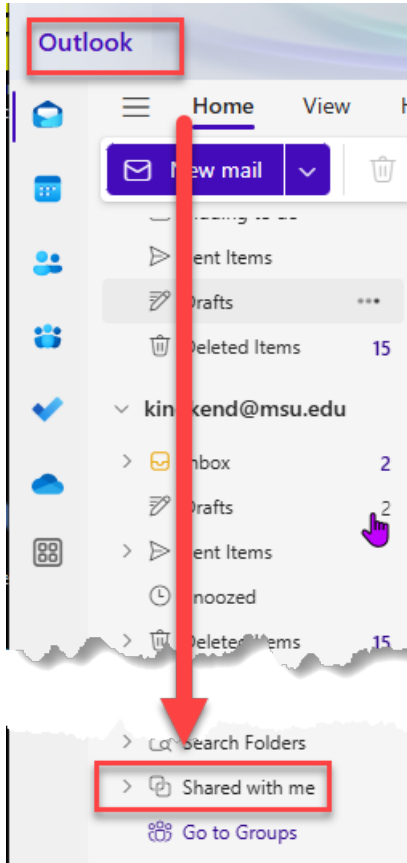


Purpose

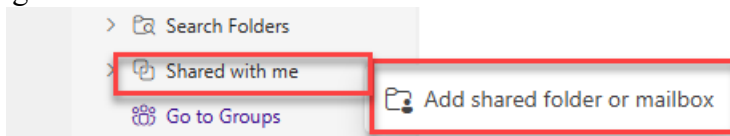
Instructions for Adding the PDC Project Emails folder to Outlook.

Procedure

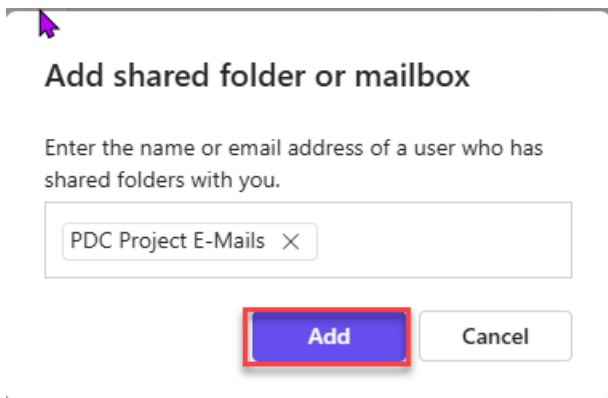
1. Scroll to the 'Shared with me' folder



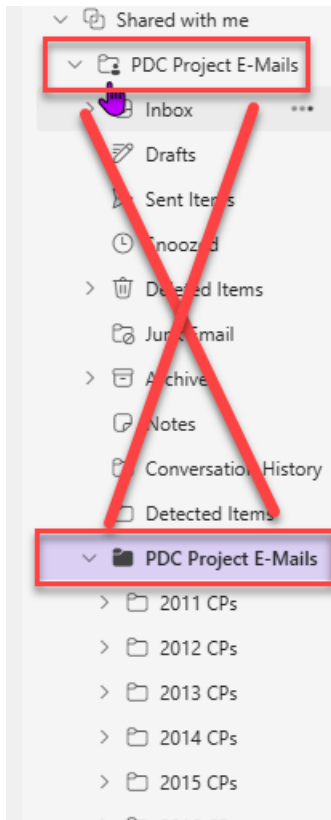
2. Right-click and select 'Add shared folder or mailbox'



3. Type IPF.PDCProjectemails@msu.edu in the box – it will replace with the folder name (PDC Project E-Mails) and click 'Add'.



You should now have access to the PDC Project Emails folder.



Revision History and Owner of Document

Created: April 17th 2025

Updated: N/A

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