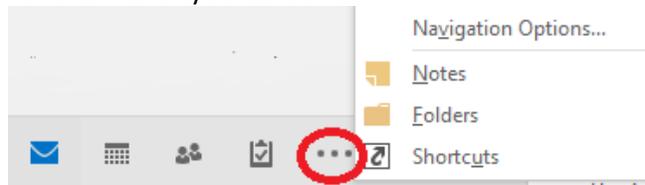


## WCCCD Internal Documents

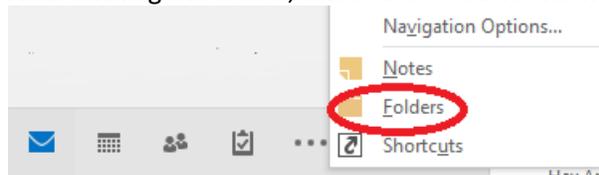
All documents are accessible internally through your District Outlook and externally from web Outlook. Follow the steps below to login.

### Steps to access Documents from Outlook App on your desktop

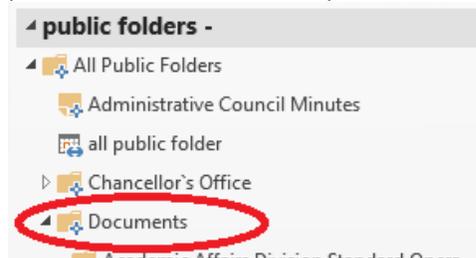
If you are using the Microsoft Outlook app on your desktop, please click the 3 dots in the bottom left hand corner of your screen as indicated in the screenshot below:



After clicking the 3 dots, select the "Folders" Menu item in order to navigate to public folders.

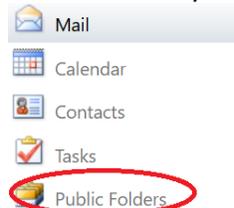


You may have to scroll down on the left side of your screen to see the new folder layout containing public folders. Once in the public folder section, navigate to the "Documents" folder to access the items.



### Steps to access Documents from Outlook Web App

If you are using the Microsoft Outlook web app located at email.wccd.edu, please login as normal with your WCCCD username and password. Once you are logged in, click "Public Folders" in the bottom left hand corner of your screen.



Once in the public folder section, navigate to the "Documents" folder to access the items.

