Overview: Following the Public Folder migration, any Favorites that were set up will no longer work but can be re-established.

Re-establishing Public Folder Favorites

After the Public Folder Migration is complete, your Public Folder Favorites will no longer work. You will see an error message similar to the below message:

![Error Message]

To resolve this issue, you will need to remove and re-add your Public Folder Favorites.

Different versions of Outlook may look slightly different than the screens shown above and below.
**Step 1 – Remove your Public Folder Favorites**

Browse to the Public Folder Favorites in the Outlook Folder Pane.

Make a note of the Names of your Public Folder Favorites. In the above example, the Public Folder Favorites are:

1. Baylorpatents
2. BCM Academic Planning
3. BCM Administration
4. EDICT Project E-mail
5. Junk E-mail
6. Mail

After noting the names of your Public Folder Favorites, *right*-click on each folder and delete them.

*Right*-clicking the folder in your favorites does not delete the folder – it just deletes the favorite shortcut.
Step 2 – Re-Add your Public Folder Favorites.

Browse the Public Folder tree to find the Public Folder you want to add, then right-click on the Public Folder and select Add to Favorites.

![Diagram showing how to add a Public Folder Favorite](image-url)

Repeat adding as necessary until you have re-established all your favorites.

Keep in mind that a Favorite Link can be renamed and your Favorite Link might have a different name than the original Favorite.