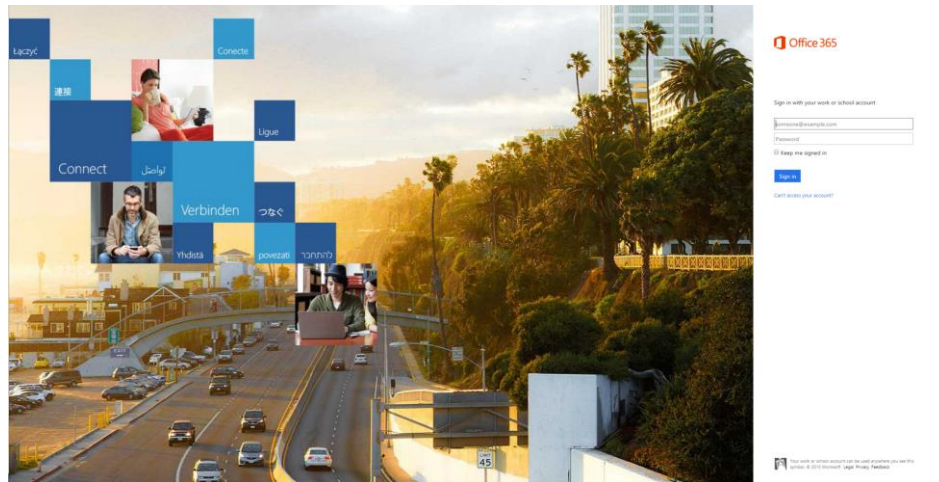
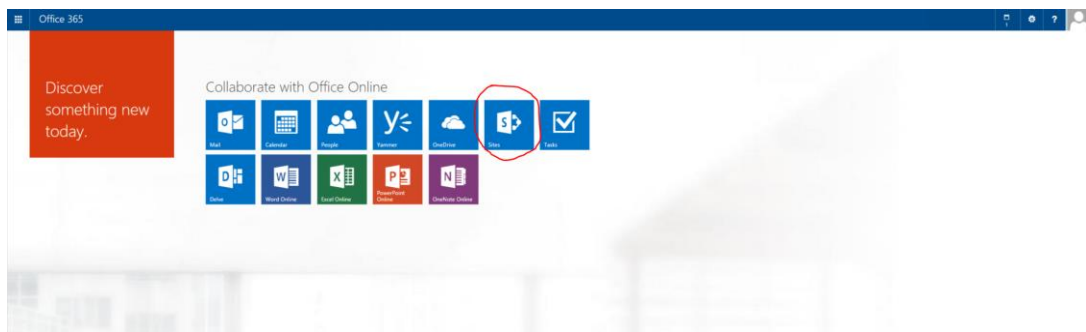


How to Add a SharePoint Document Library from Office 365 to Outlook 2013

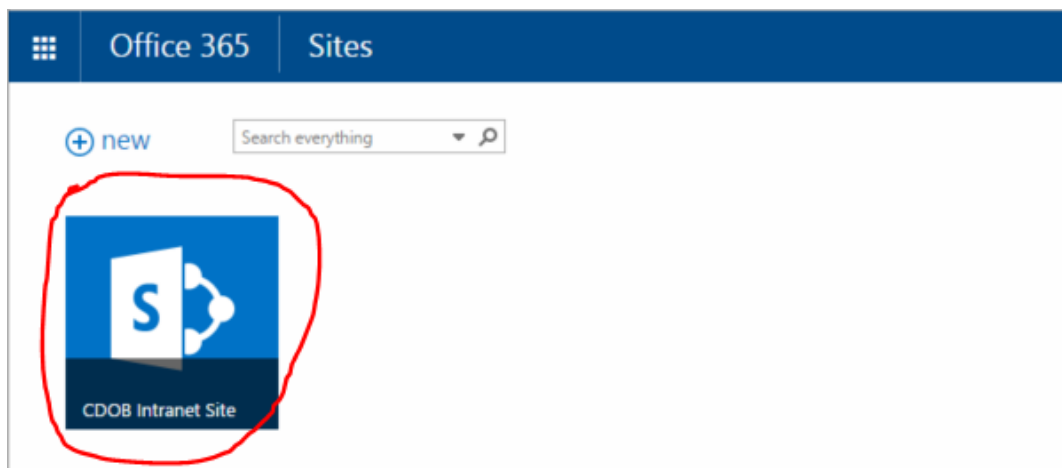
1. Open Outlook 2013
2. Using **Internet Explorer** go to <http://office.cdob.org> and login using your CDOB credentials.



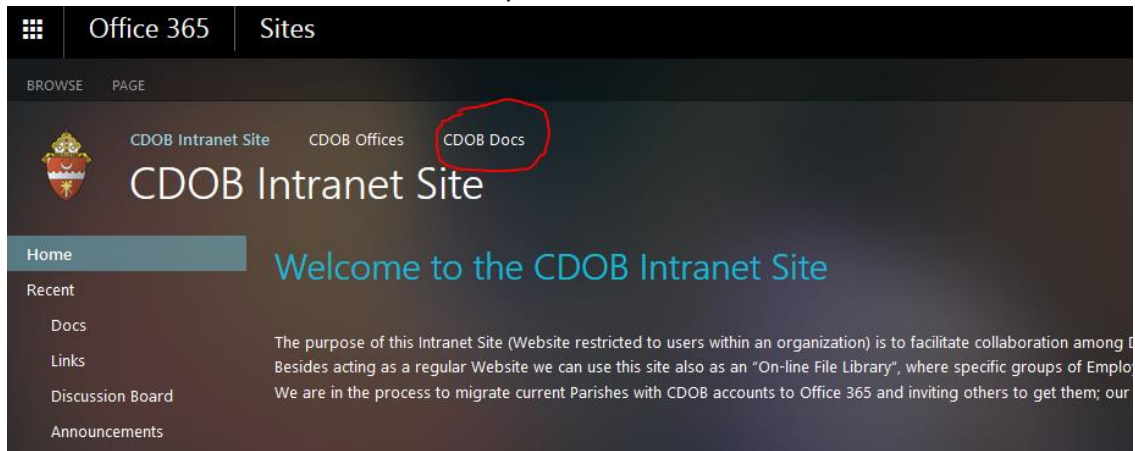
3. Once in your Office 365 Account select "Sites"



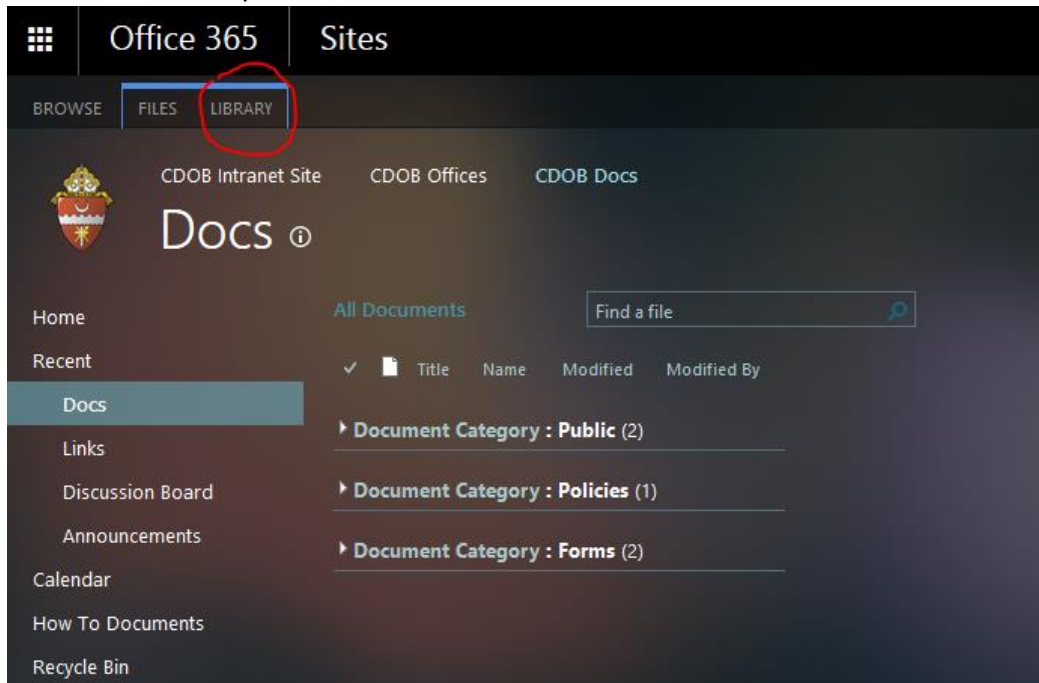
4. Select "CDOB Intranet Site"



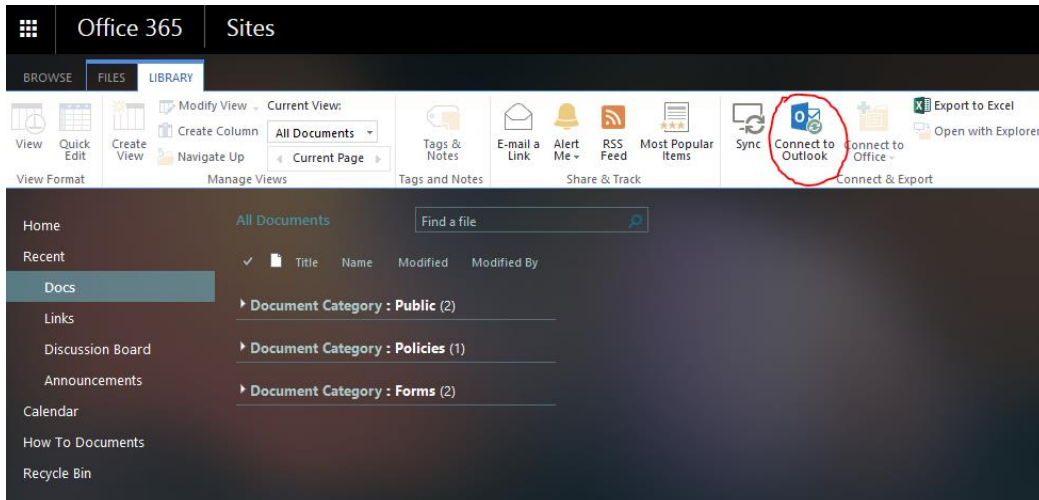
5. Select "CDOB Docs" to access our Document Library



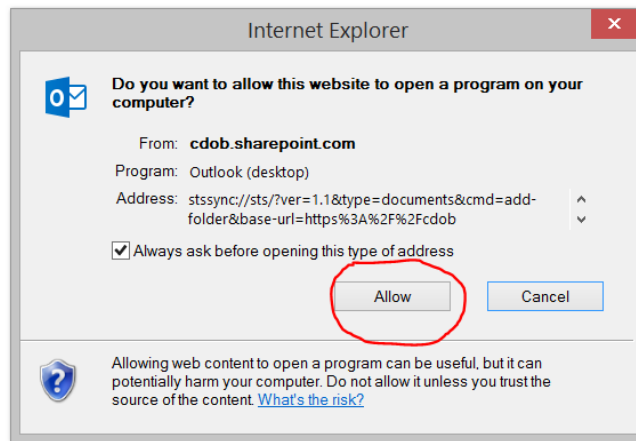
6. Once you are in the "Docs Library" select "LIBRARY"



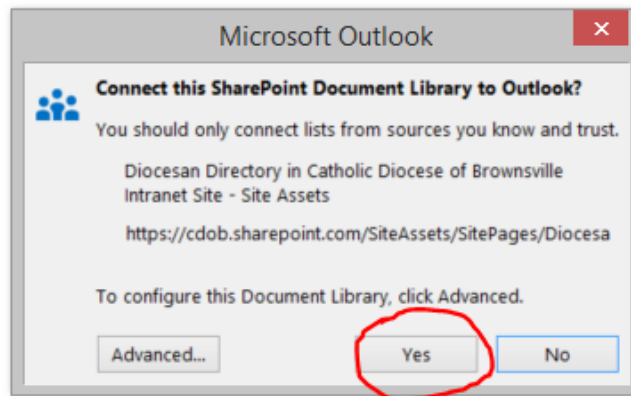
7. From the "LIBRARY" Menu select "Connect to Outlook"



8. Select "Allow"



9. Select "Yes"



10. Now go back to Outlook, and in your left side, scroll down and you will see this new section "SharePoint Lists / CDOB Intranet Site – Docs"; here you will find several folders from our SharePoint Site.

