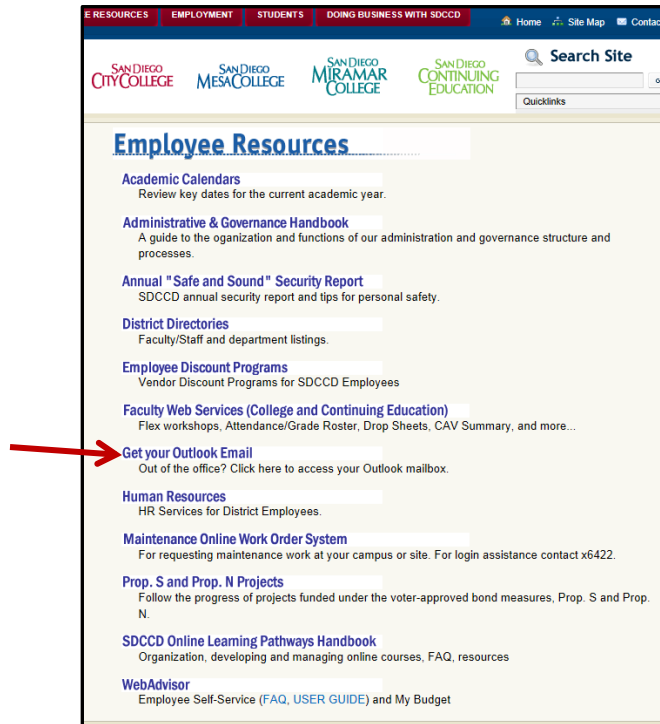
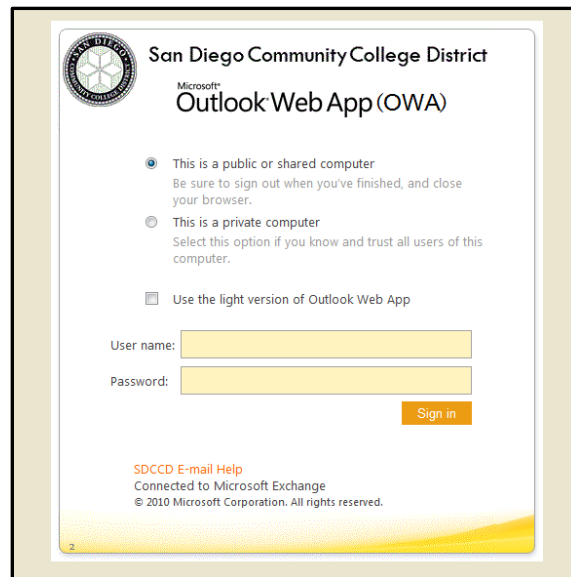


# How to access EL Civics Materials in Public Folders

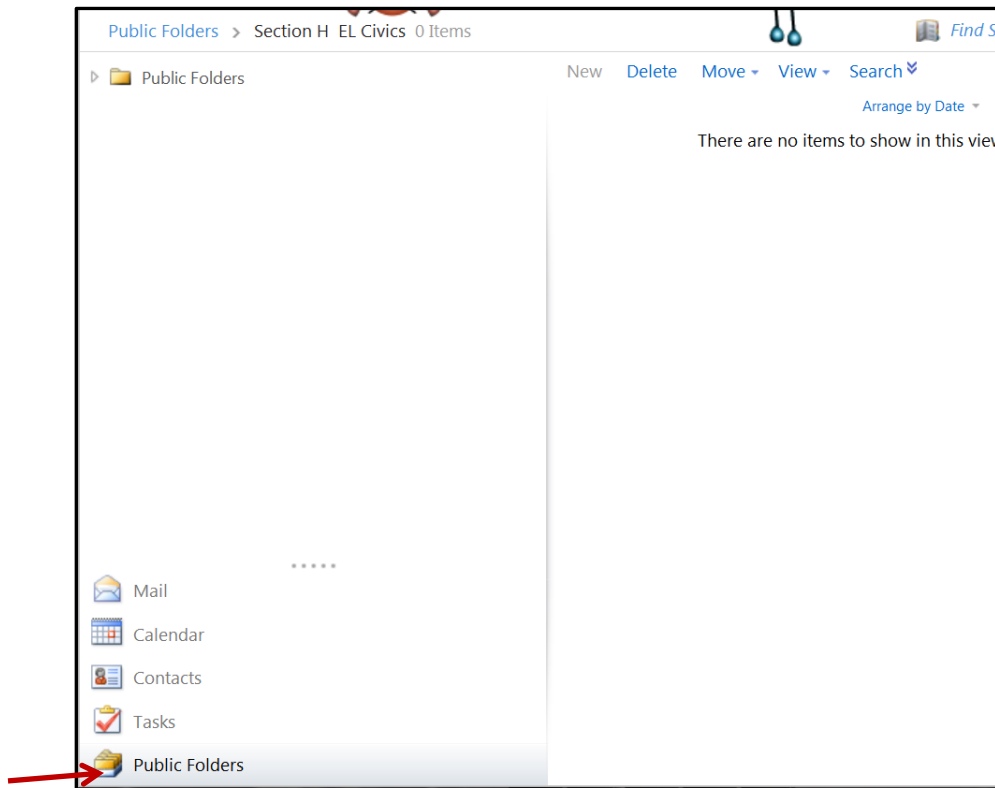
1. Go to the San Diego Community College Employee Resources page and click on *Get Your Outlook Email*.



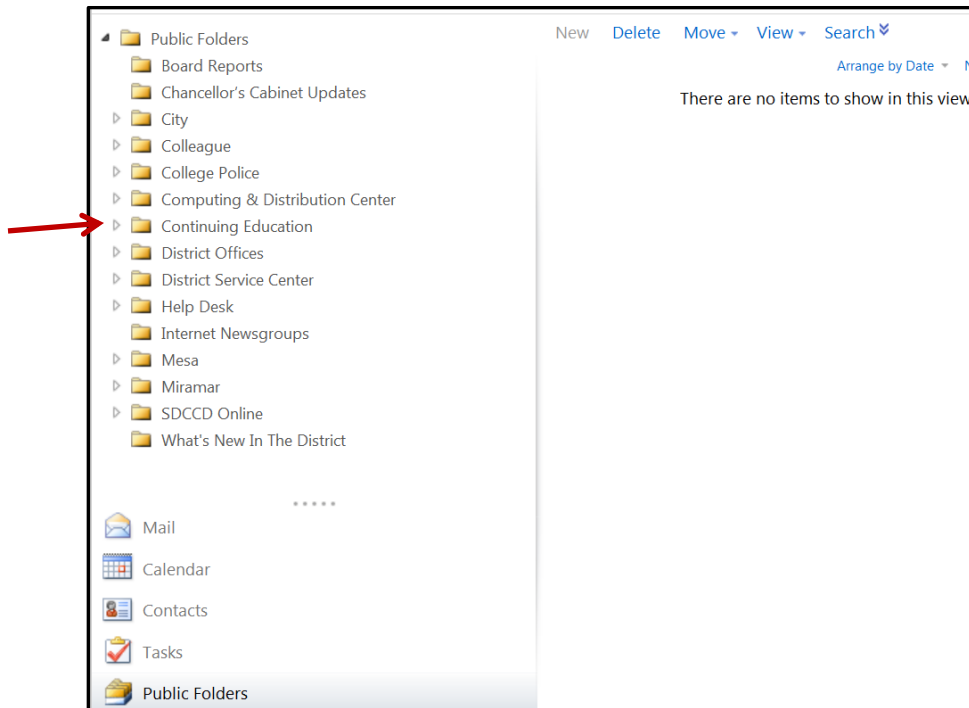
2. Type in your user name and password to open your Outlook email.



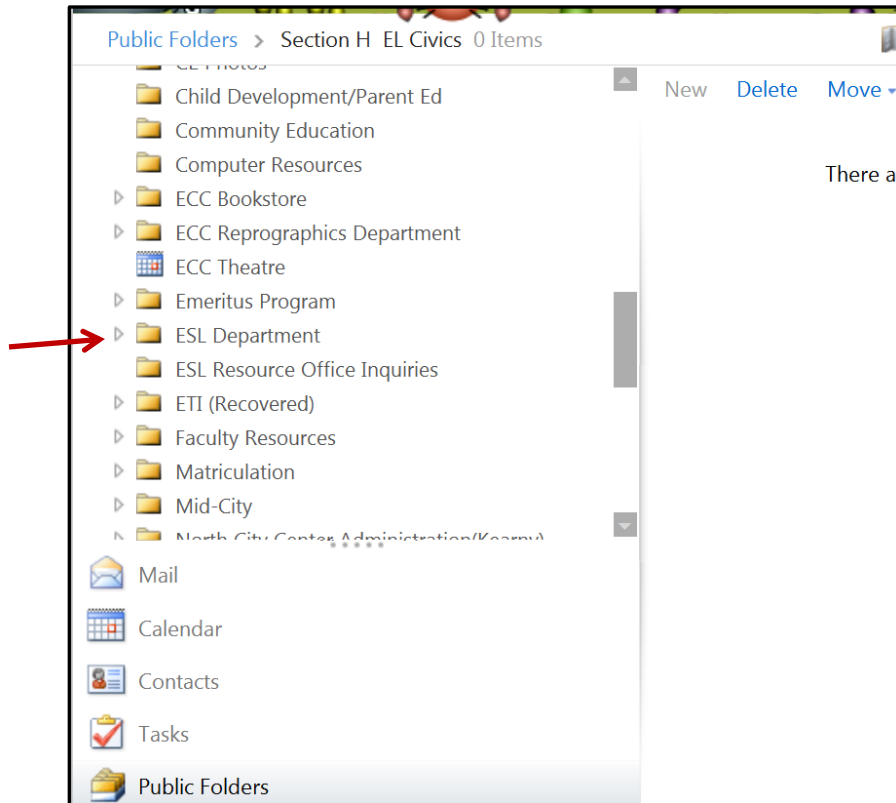
3. Click on the Public Folders icon in the lower left corner.



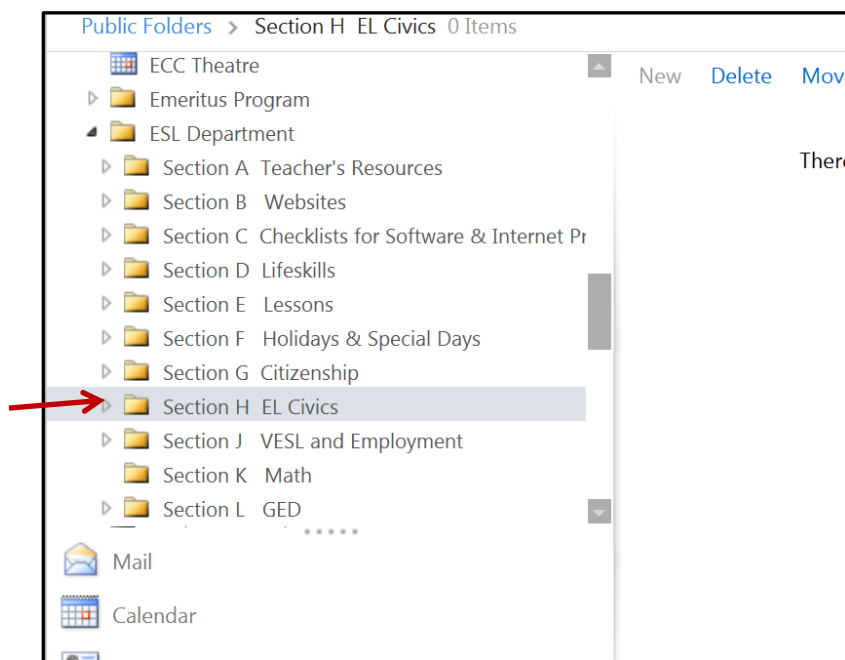
4. Click on the triangle to the left of the Continuing Education folder.



5. Scroll down to the ESL Department folder and click on the triangle to the left of the folder.



6. Scroll down to Section H, EL Civics. Click on the triangle to the left of the EL Civics folder.



7. From here, you can access certificate templates, current objectives, order forms, the EL Civics website, and online materials.

