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.

Public Folders > Section H EL Civi	ics 0 Items				
Child Development/Parent Ed			New	Delete	Move -
Community Education					
칠 Computer Resources					There ar
ECC Bookstore					
ECC Reprographics Departme	nt				
ECC Theatre					
Emeritus Program					
ESL Department					
ESL Resource Office Inquiries					
ETI (Recovered)					
Faculty Resources					
Matriculation					
Mid-City		-			
North City Contex Administrat	ion(Koomu)				
🖂 Mail					
Calendar					
Sontacts					
📝 Tasks					
🍰 Public Folders					

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.

Public Folders > Section H EL Civics 0 Items			
🕨 🚞 Section G Citizenship		New	D
4 🚞 Section H EL Civics			
🚞 Certificate template			
🚞 Current Objectives and Order Form			
🚞 EL Civics Website			
🕨 🚞 Fall Objectives	-		
🛅 Online Materials	-		
🕨 🚞 Section J 🛛 VESL and Employment			
🫅 Section K Math	- 1		
🕨 🚞 Section L GED	-		
Mail	_		
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j Public Folders			