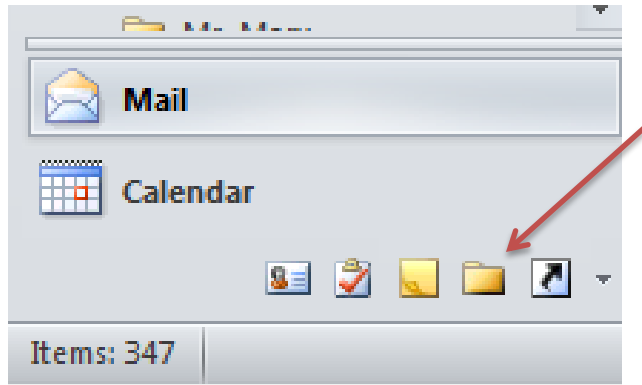
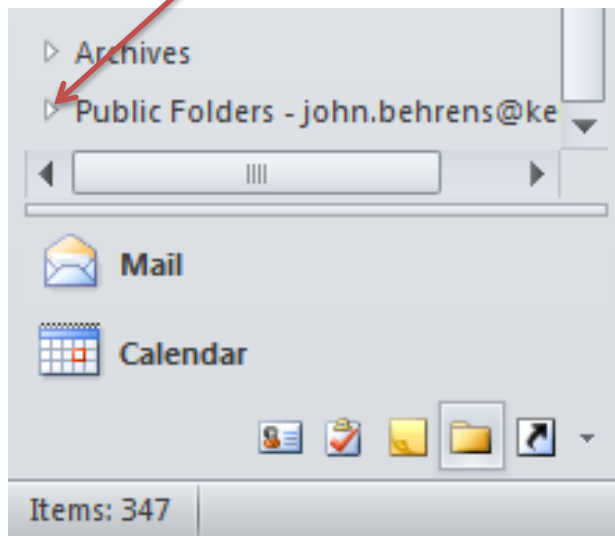


## How to Access *Fresh Order Guides* on the Public Folders

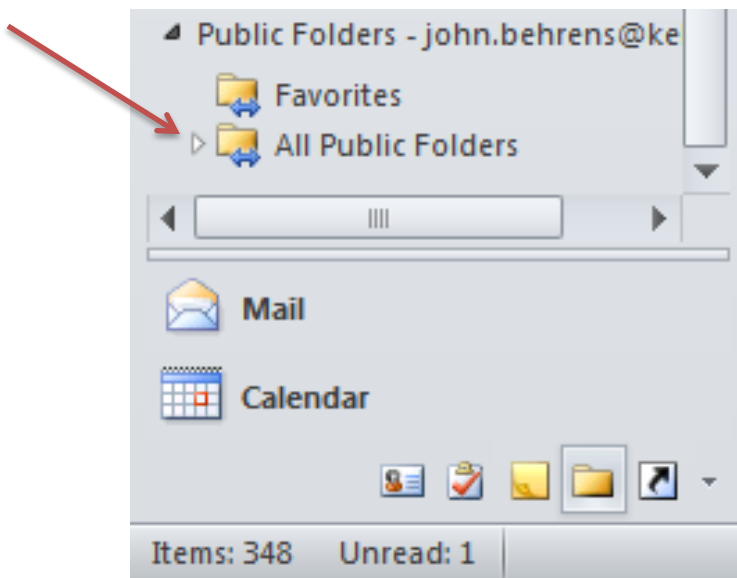
1. In Microsoft Outlook, click on the folder icon in the lower left hand corner.



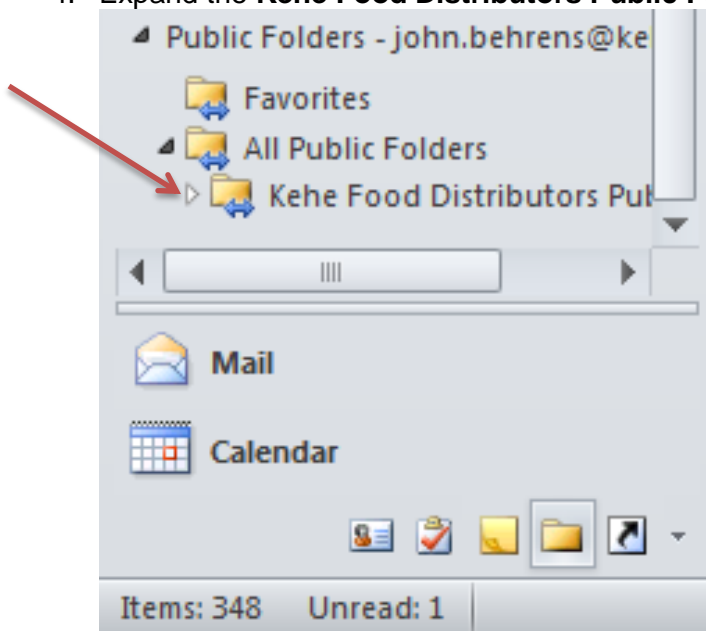
2. Expand the **Public Folders** section



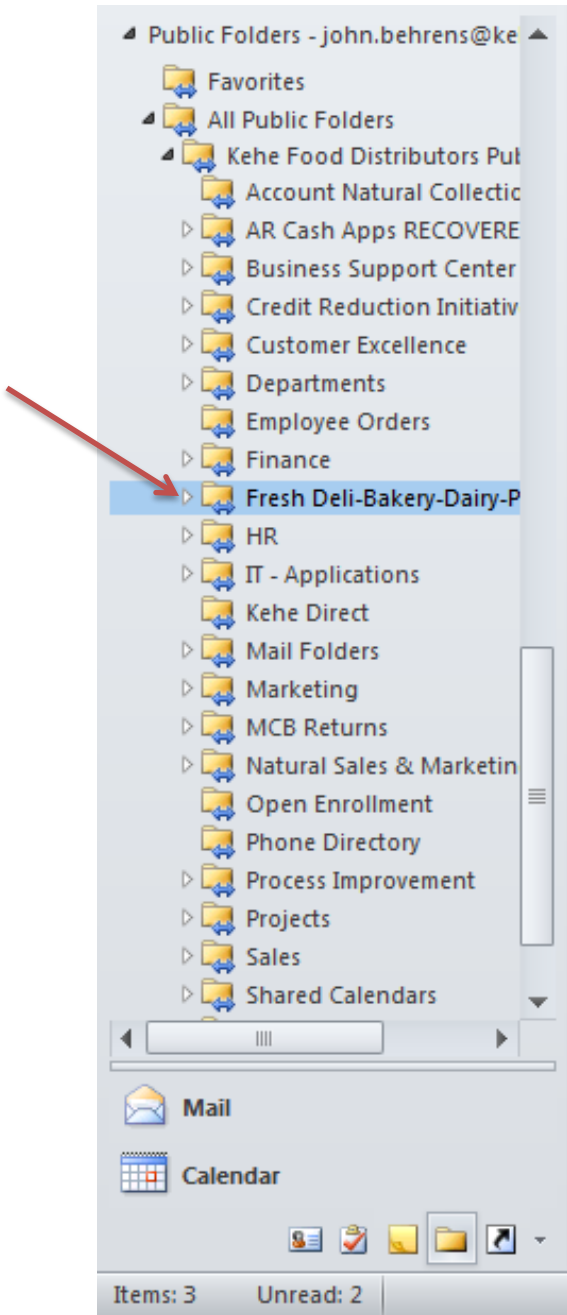
3. Expand the **All Public Folders** section



4. Expand the **Kehe Food Distributors Public Folders** section



5. Expand the **Fresh Deli-Bakery-Dairy-Produce-Meat – Public Folders** section



6. Regular *Fresh Order Guides* are found in **AAA-Fresh Offer-order guide list-AI**

7. Independent *Fresh Order Guides* are found in **AA-Independent Offer List**

