

Creating Folders

INTERNET ACCESS & EMAIL

MARCH, 2007



Notes

- You can create your folders then drag and drop email from your inbox and other default folders to your new folder

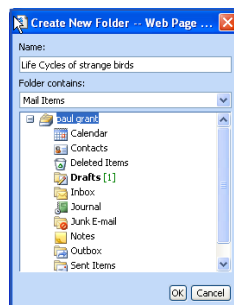
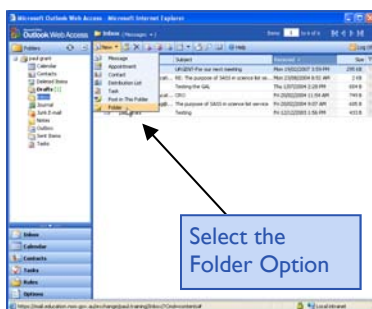
- **Please note:** You cannot delete default folders, only the folders you have created. All folders are sorted alphabetically.

- Outlook Web Access allows you to delete folders or move and copy existing folders to suit your needs.

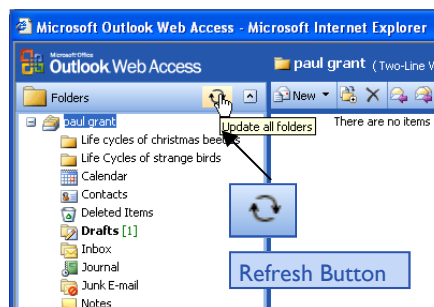
Your Exchange mailbox contains folders with specific functions for handling your e-mail messages. These folders include Deleted Items, Drafts, Inbox, Junk E-mail, Outbox, and Sent Items.

You can create additional folders to organize messages into different categories, such as "Urgent" or "Personal," or you can organize messages by a particular project.

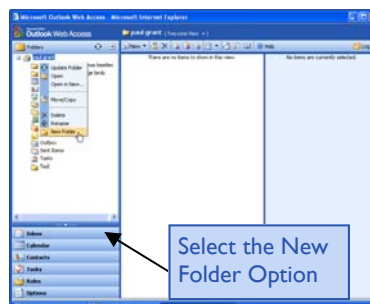
1. Click on the **New** drop down arrow, in the top navigation area of the Outlook Web Access window, to create a new folder. Click on the **Folder** option.



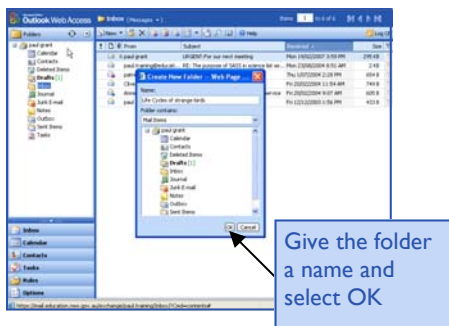
4. Once you've pressed OK make sure you **Update all Folders** by selecting the Refresh Button



5. Alternately you can right-click on the folder list and click on **New Folder**.

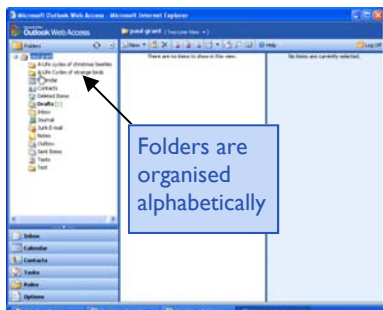


2. The **Create New Folder** dialogue box is displayed which allows you to create your own personal folders within your mailbox.

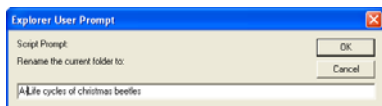
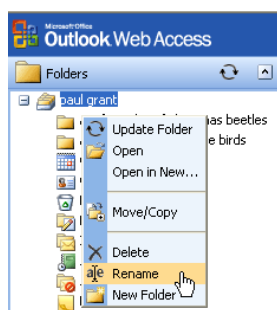


3. Type in a **name** for your folder then click on the level where you want the folder to sit. Eg. If you want the folder to be a sub-folder of your inbox, then click on the inbox folder. If you want the folder to be at the

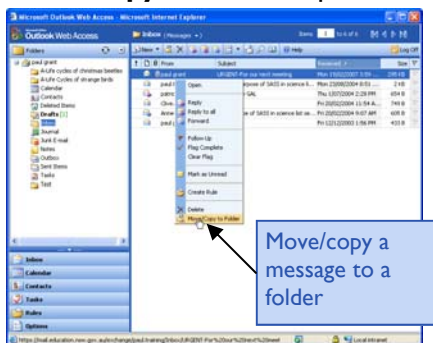
- As all folders are sorted alphabetically it may be easier to keep track of your folders by adding the same letter of the alphabet preceding the actual name of the folder.



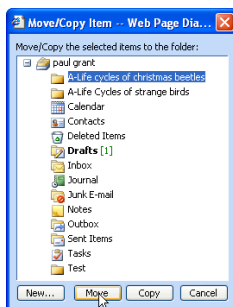
- There are options to Rename , Delete and Move/Copy a Folder



- To move a message into a folder, select the message you wish to file, right click on the mouse and select the **Move/Copy to Folder** option.



Select the folder and click on the **Move** button.



Notes

- Tip: All user-created folders can start with a letter such as **Z** .This keeps them together and at the bottom of the folder list for easy access.