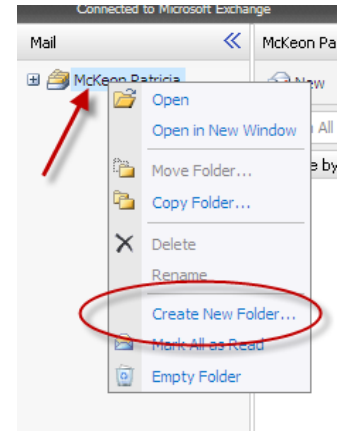


Creating Folders in Microsoft Outlook Web Access

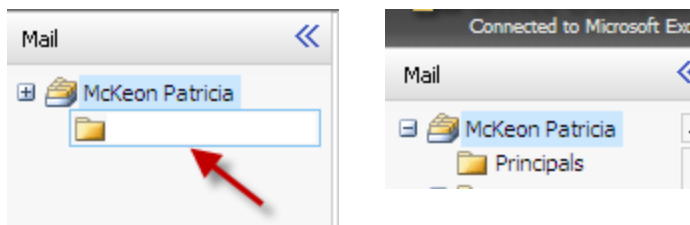
Creating folders is a good way to save email that you want to keep. Our email server gets full and your inbox, deleted mail and sent mail folders must be deleted regularly to maintain adequate space. It is a good idea to get into the habit of saving mail in folders as you read it. This will save lots of time later when you are required to delete your unwanted email.

To Create the Folder:

1. Click on your main email folder in the menu on the left side of your Outlook screen. In the drop down menu, select **Create New Folder**.



2. Type the name that you would like to give the folder into the box by the folder icon.



To Save Mail in a Folder:

1. Open your Inbox
 - a. Select the email that you want to move. You can use the shift key to select a block of email. You can use the control key to select multiple emails that aren't next to each other.
 - b. Click on the paper/folder icon beside the delete icon. (When you hover over it, the name of the icon will appear – **Move or Copy to Folder**.)
 - c. In the drop down menu, click on **Move to Folder**.
2. In the next menu, select the name of the folder that you'd like to save the email in and click the **Move** button.
3. You can also create a new folder from this menu if you need to.

