



CREATE A NEW FOLDER

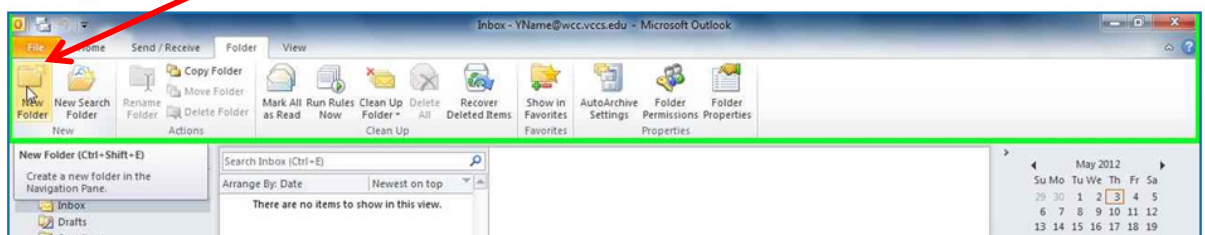
Folders can be added in either Outlook or OWA (Outlook Web Access).

OUTLOOK

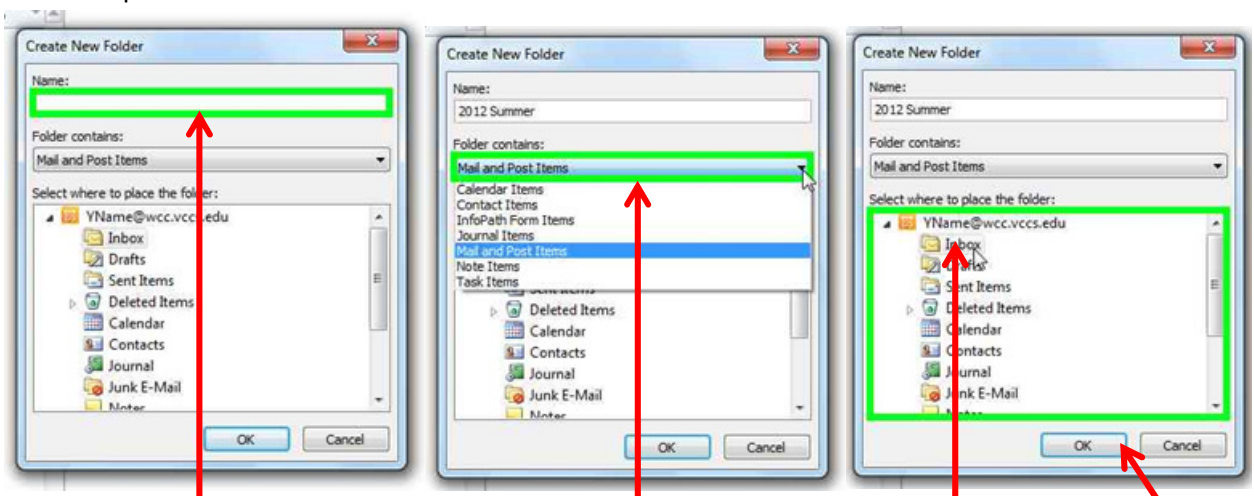
1. Begin with Outlook open
2. Click on the Folder tab



3. Click on New Folder



4. This will open the Create New Folder box



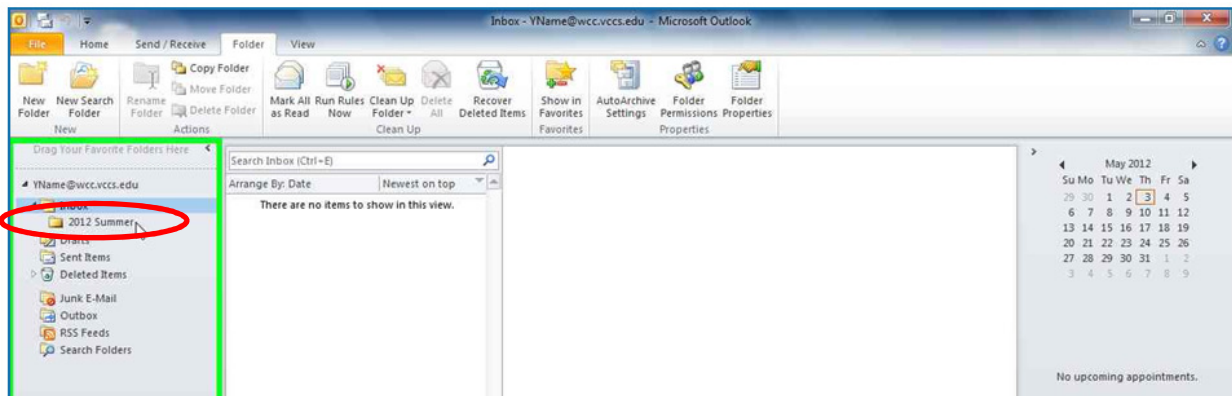
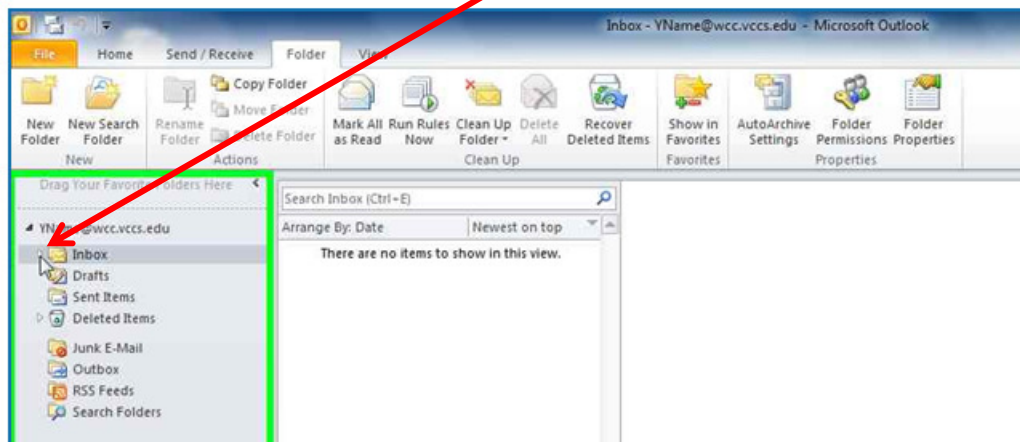
- 5.

Type what you want the new folder to be named in "Name:"

Leave "Folder contains:" as Mail and Post Items

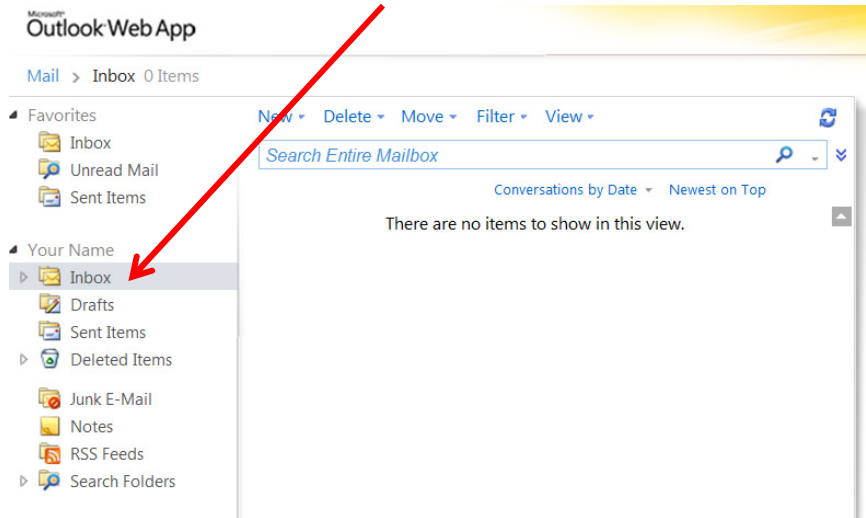
Select Inbox and press OK

6. To view your new folder, click on the white triangle beside of Inbox.

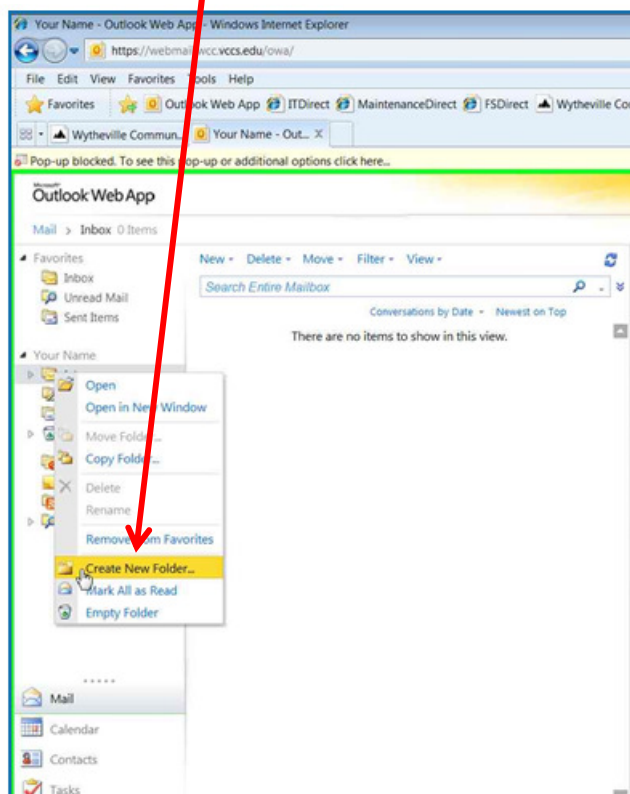


OUTLOOK WEB ACCESS (OWA)

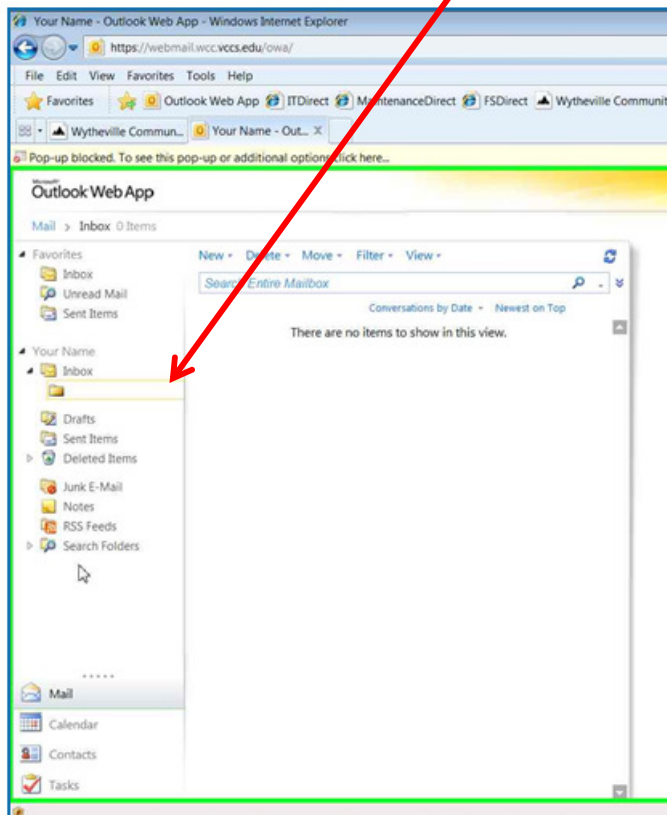
1. Open OWA and right-click on Inbox that is listed under your name NOT the one under Favorites



2. Click Create New Folder



3. Your new folder is created and has a blank beside of it for you to key in the folder name



4. Type in the folder name and press enter.