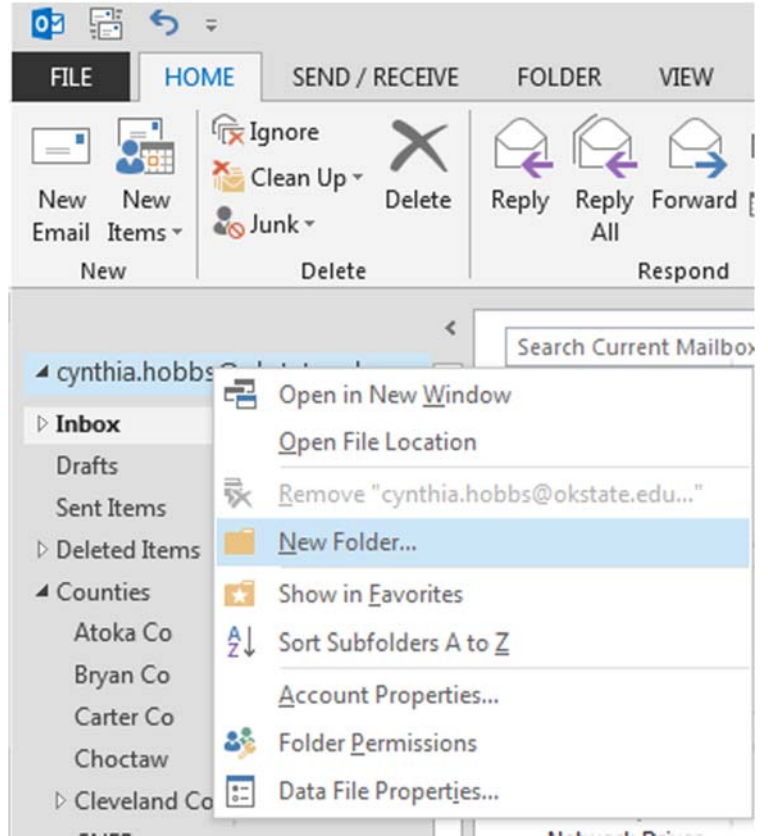


How to create and organize folders: Outlook 2013

1. Right click on your mailbox.
2. Choose New Folder.
3. Type in the new folder's name.
4. Select the location that you would like the new folder to be placed in. (If you would like the folder in the main list choose Mailbox— *Username*. If you would like it placed under a specific folder select that folder.)
5. Select OK.



Folders are organized alphabetically. To move a folder from one folder to another: click and drag the folder to where you would like it to go. To delete a folder right click on the folder and choose Delete Folder. This will delete the folder and all of its contents.

