Folders – Internet Explorer

Folders can help you organize your messages by allowing you to group them by topic.

Accessing Folders

When you are viewing your mail, your folders are always visible. If you do not see your folders, do the following:

1. From the Navigation pane, click MAIL 💌.
   The Mail options are displayed, and the Folders list appears.

Outlook Folders

The Web Outlook Folders list contains ten default folders, and you can create additional folders as needed. To select a folder, click the name of the folder beside the folder icon or the folder icon itself. When a folder holds an unread message, the folder name will appear in bold.

<table>
<thead>
<tr>
<th>Folder Icon</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗓️</td>
<td>Calendar</td>
<td>Stores meeting times, appointment information, and allows you to view your calendar by day, week, or month</td>
</tr>
<tr>
<td>🌐</td>
<td>Contacts</td>
<td>Stores the names and personal information of common contacts, distribution lists, and related information</td>
</tr>
<tr>
<td>🗑️</td>
<td>Deleted Items</td>
<td>Stores and provides access to messages that you have temporarily deleted, or allows you to delete items permanently</td>
</tr>
<tr>
<td>📓</td>
<td>Drafts</td>
<td>Stores saved drafts of email messages before you send them</td>
</tr>
<tr>
<td>💌</td>
<td>Inbox</td>
<td>Stores new and saved mail</td>
</tr>
<tr>
<td>📥</td>
<td>Junk E-mail</td>
<td>Stores junk mail</td>
</tr>
<tr>
<td>📝</td>
<td>Notes</td>
<td>Stores your personal notes</td>
</tr>
<tr>
<td>📧</td>
<td>Outbox</td>
<td>Stores messages whose delivery is incomplete due to either server problems or scheduled delivery delay</td>
</tr>
<tr>
<td>💌</td>
<td>Sent Items</td>
<td>Stores a copy of each message you have sent</td>
</tr>
<tr>
<td>📊</td>
<td>Tasks</td>
<td>Allows you to compose and store lists of tasks you have to do</td>
</tr>
</tbody>
</table>

Creating Folders

Folders provide a way to manage the many items you might receive on your Outlook Webmail account. To help you keep various items in order, Outlook Webmail allows you to create new folders in addition to the default
folders already provided. For large amounts of information, you may want to create subfolders for more efficient organization. The following instructions tell you how to create new folders and subfolders:

1. **Access the folders list**
2. From the *Folders* list, right click the **INBOX** → select *Create New Folder*...
   A text box appears in the *Folders* list.
3. Type a name for the new folder
4. Press [Enter]
   Your new folder will appear in the *Folders* list, which automatically alphabetizes folders by title.

**Creating Subfolders**

1. From the *Folders* list, right click the folder in which you would like the subfolder to appear → select *Create New Folder*...
   A text box appears in the *Folders* list.
2. Type a name for the new folder
3. Press [Enter]
   Your new folder will appear in the *Folders* list, which automatically alphabetizes folders by title.

**Organizing Email with Folders**

For more efficient organization in your Web Outlook account, it may be necessary to alter the arrangement of your messages and folders. The following instructions explain how to move both messages and folders on Outlook Webmail.

**Moving Messages**

1. From the *Folders* list, select the folder that contains the message(s) you want to move
   The folder's contents appear.
2. Select the message you wish to move
3. Drag the message to the desired folder
   As you move your cursor over the folder, it is highlighted.
4. Release the mouse
   The message is placed in the highlighted folder.

**Moving Folders**

The folder being moved is transformed into a subfolder.

1. From the *Folders* list, select the folder you want to move
2. Drag the folder to the desired destination folder
   As you move your cursor over the folder, it is highlighted.
3. When the destination folder is highlighted, release the mouse
   The folder is moved.

**Deleting Folders**

If you find that you have folders or subfolders that are no longer of use to you, you can delete them. When a folder is deleted, it moves to the *Deleted Items* folder.
NOTE: You cannot delete the default folders.

Deleting Folders: Drag and Drop Option

1. From the Folders list, select the folder you wish to delete
2. Drag and drop the folder into the Deleted Items folder
3. To retrieve a folder from the Deleted Items folder,
   a. Before you exit, from the Deleted Items folder, select the folder
   b. Move the folder to the desired location

Deleting Folders: Quick Menu Option

1. In the Folders list, right click the folder you want to delete » select Delete
2. To retrieve a folder from the Deleted Items folder,
   a. Before you exit, from the Deleted Items folder, select the folder
   b. Move the folder to the desired location