Folders - Safari

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

Accessing Folders

When you are viewing your mail, only some of your default folders are always visible. As you create and begin to work with additional folders, they will appear in your Folders list.

If you do not see the folder you need to work with, do the following:

1. From the Navigation pane, click MAIL
2. In the Navigation pane, click CLICK TO VIEW ALL FOLDERS
   The Browse Folders pull-down list appears.
   - Deleted Items (1)
   - Drafts [4]
   - Inbox (2)
   - Junk E-mail
   - Sent Items

3. From the Browse Folders pull-down list, select the folder you need
4. Click GO
   The contents of the selected folder are displayed. The folder is added to the list of visible folders.

Outlook Folders

The Outlook Folders list contains eleven default folders. When you are viewing your mail, only some of your default folders are always visible. Refer to Accessing Folders for information on accessing folders which are not visible. 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>Deleted Items</td>
<td>Stores and accesses 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>Sent Items</td>
<td>Stores a copy of each message you have sent</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Journal</th>
<th>Stores your personal journal notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>Stores your personal notes</td>
</tr>
<tr>
<td>Outbox</td>
<td>Stores messages whose delivery is incomplete due to either server problems or scheduled delivery delay</td>
</tr>
<tr>
<td>Tasks</td>
<td>Stores lists of tasks you have to do</td>
</tr>
</tbody>
</table>

**Creating Folders**

It may be necessary, at times, 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. From the Navigation pane, click **MANAGE FOLDERS...**
   The **Manage Folders** options appear.
2. In the **Create New Folder** section, from the **Create folder in** pull-down list, select a location for the new folder
   HINT: The folder you create will become a subfolder of the location you choose.
3. In the **Folder name** text box, type a name for the new folder
4. Click **CREATE**
   Your new folder will appear in the **Folders** list, which automatically alphabetizes folders by title.

**Organizing Folders**

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

**Moving Messages**

1. Access the folder that contains the message you would like to move
   EXAMPLE: **Inbox** or **Deleted Items**
2. From the **Folder Contents** area, select the message(s) you want to move
   NOTE: A message is selected when a checkmark appears before it.
3. From the toolbar, click **MOVE**
   The *Move to Folder* options appear.

4. From the *Move to* section, select the folder you would like the message to appear in
   NOTE: If the folder you need is not visible, use the folder pull-down list to select it.
5. Click **MOVE**
6. To be sure the message has been moved to the correct folder, from the *Folders* list, select the appropriate folder
   The message should appear in the contents of the folder or subfolder.

### Moving Folders

When you create a new folder, it is generally created as a subfolder of the *Inbox*. When you move a folder into another folder, it becomes a subfolder of the destination folder.

1. From the *Navigation* pane, click **MANAGE FOLDERS...**
   The *Manage Folders* options appear.
2. In the *Move Folder* section, from the *Folder to move* pull-down list, select the folder you want to move

   ![Move Folder](image)

3. From the *New location* pull-down list, select the destination for the folder you are moving
4. Click **MOVE**
5. To be sure that the folder has been moved correctly, from the *Folders* list, select the new folder it should appear in

### Deleting Folders

If you find that you have folders or subfolders that are no longer of use to you, it is possible to delete them. When a folder is deleted it moves to the *Deleted Items* folder.

**NOTES:**
You cannot delete a default folder.
To retrieve a folder from the *Deleted Items* folder, before exiting your browser, move the folder to the desired location.

1. From the *Navigation* pane, click **MANAGE FOLDERS...**
   The *Manage Folders* options appear.
2. In the **Delete Folder** section, from the **Folder name** pull-down list, select the folder you want to delete.

3. Click **DELETE**
   The folder is deleted.