

## **Working With Folders**

## How do I create a new folder?

You can organise your mail into folders to make it easier to locate them in the future.

▲ Inbox

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Pre

Drafts

Delete

Plus

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Sent I

- 1. Click the 'Mail' button in the Navigation Bar.
- 2. Right click on the folder in which you wish to create the subfolder.



- 4. Type a title for your folder.
- 5. Press <Return> or click outside the name box.

## How do I rename a folder?

- 1. Click the 'Mail' button in the Navigation Bar.
- 2. Right click the folder to be renamed.
- 3. Click 'Rename Folder'.
- 4. Amend the folder name as necessary.
- 5. Press <Enter> or <Return>.

Default folders such as Inbox, Drafts, Outbox etc cannot be renamed.



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New Eolder

Rename Folder

Copy Folder

Delate Folder

Move Folder

Open in New Window

## How do I delete a folder?

- 1. Click the 'Mail' button in the Navigation Bar.
- 2. Right click the folder to be deleted.

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3. Click 'Delete Folder'.	Plu <sup>f</sup> Open in New <u>W</u> indow
	Pre D New Folder
	Draft CI Rename Folder
	Sent Copy Folder
	Dele Move Folder
	Junk 🔯 Delete Folder
	Outt Mark All as Read
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A dialogue box will be c	displayed asking you to confirm the

A dialogue box will be displayed asking you to confirm the deletion.

4. Click 'Yes'. The folder and its contents will be moved to the 'Deleted Items' folder. Microsoft Outlook × Microsoft Outlook × Move "Alerts" to your Deleted Items folder? Yes No

Default folders such as Inbox, Drafts, Outbox etc cannot be deleted.



Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk