



# 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.

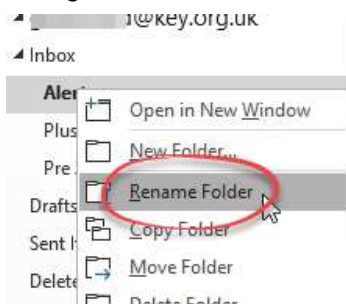
1. Click the 'Mail' button in the Navigation Bar.
2. Right click on the folder in which you wish to create the subfolder.
3. Click 'New Folder'.
4. Type a title for your folder.
5. Press <Return> or click outside the name box.



## How do I rename a folder?

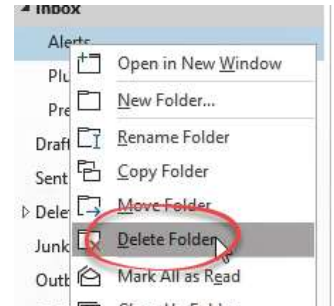
1. Click the 'Mail' button in the Navigation Bar.
2. Right click the folder to be renamed.
3. Click 'Rename Folder'.
4. Amend the folder name as necessary.
5. Press <Enter> or <Return>.

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



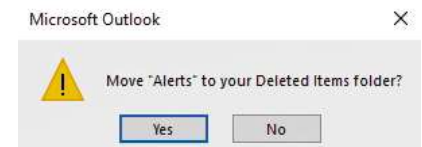
## How do I delete a folder?

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

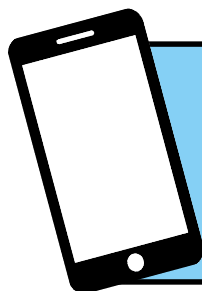


A dialogue box will be displayed asking you to confirm the deletion.

4. Click 'Yes'.  
The folder and its contents will be moved to the 'Deleted Items' folder.



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



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

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