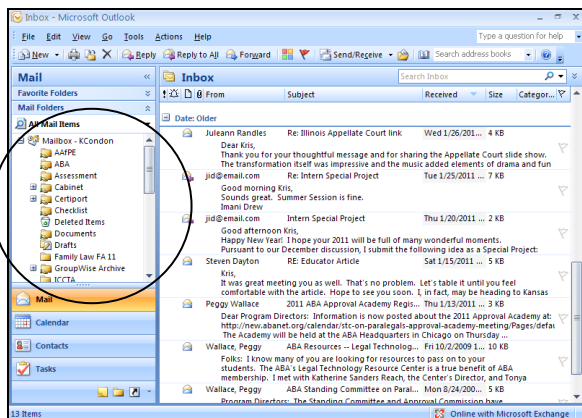


# QUICK REFERENCE GUIDE Outlook Folder Management

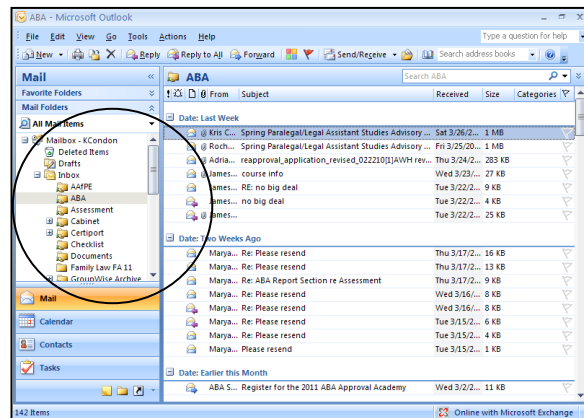
## Overview

Effective In Box management involves using folders to organize your messages. This handout will cover how to move, copy, delete, and rename folders under your In Box. We will also cover how to share your In Box with another user to let that person send e-mail messages on your behalf.

**File Management.** Your Outlook account, which is identified by your login name, consists of your In Box, your GroupWise archived items, and any other folders that you wish to create. There is no size restriction to these folders as there was in GroupWise. You can set your custom folders up in one of two ways—either directly under your mailbox (Figure 1) or directly under your In Box (Figure 2).



**Figure 1: Folders organized under an account name (folders under the KCONDON account are at the same level as the In Box folder)**

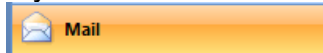


**Figure 2: Folders organized under an In Box folder**

By right-clicking on a folder, you have all of the file management tools—moving, copying, deleting, and renaming—that you will need. You can also create new folders and then drag and drop messages from your In Box into a folder. An example of the shortcut menu that you get when you right-click on a folder is shown here.

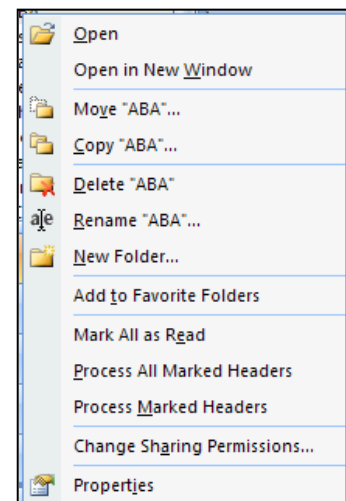
Use these steps to create a new folder.

1. If your mail folder is not displayed, click the



button at the bottom left of the

Navigation Pane.



**Figure 3: Folder Management Shortcut Menu**

2. Right-click on the location where the new folder should appear and choose **New Folder**. . . . The Create New Folder Dialog Box appears, asking you to name the folder and to specify the location of this new folder.
3. Name the folder, specify where this new folder should be placed by clicking on the correct location, and click the  button.

Right-clicking on a folder also gives you access to the following selected features:

- **Move** lets you move the folder into another location. (Note that this option is unavailable for the In Box itself.)
- **Copy** lets you copy the folder into another location.
- **Delete** lets you delete the folder to the Deleted Items folder. (Note that this option is unavailable for the In Box itself.)
- **Rename** lets you give the folder a new name. (Note that this option is unavailable for the In Box itself.)
- **New Folder**. . . lets you create a new folder under an e-mail folder.
- **Add to/Remove from Favorite Folders** removes a link from your folder to your Favorite Folders. It does not remove the folder.
- **Change Sharing Permissions**. . . lets you control whether another user (formerly known as a “proxy”) can read the folder, write to your folder, or create and manage your folders.

If you have any questions about Microsoft Outlook 2007 or the techniques demonstrated here, please call the ITS Help Desk at extension 8900.