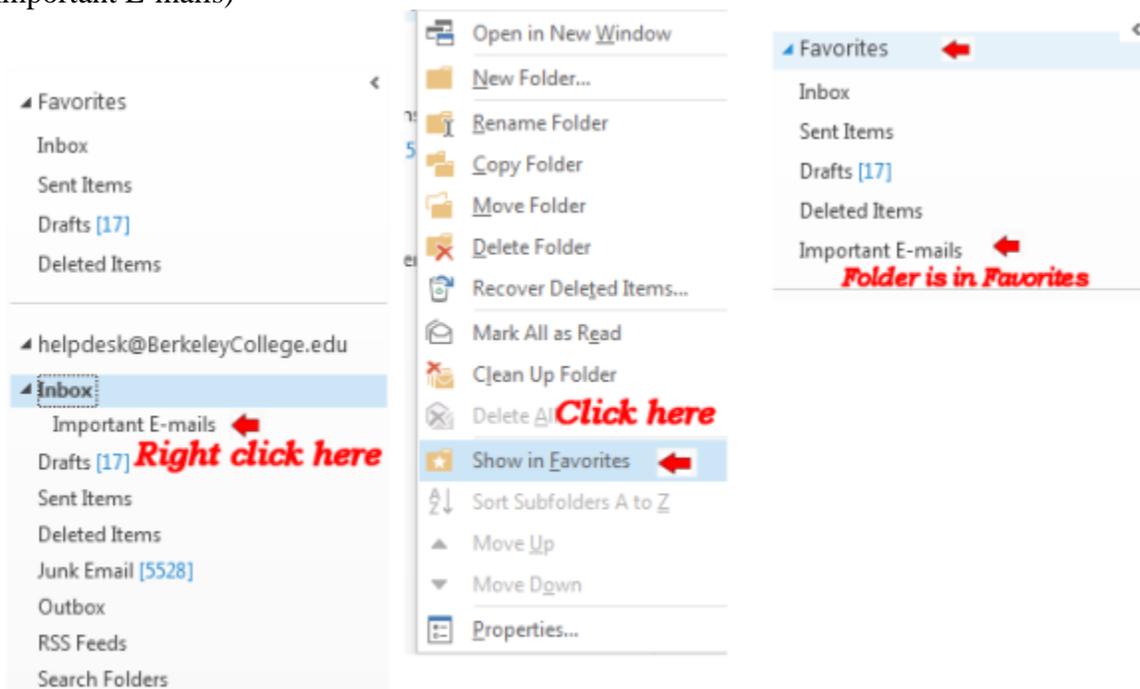


## Adding a folder to Favorites in Outlook 2013 client

It's not unusual to end up with so many folders that it can be hard to keep track of the folders that are most important to you. To make it easier to keep track of those folders, you can add them to your Favorites.

Favorites don't appear in your folder list until you've added at least one folder to Favorites. Adding a folder to Favorites doesn't move the folder, but creates a link to it.

- To add a folder to Favorites, right-click it and click **Show in Favorites**.(Example Important E-mails)



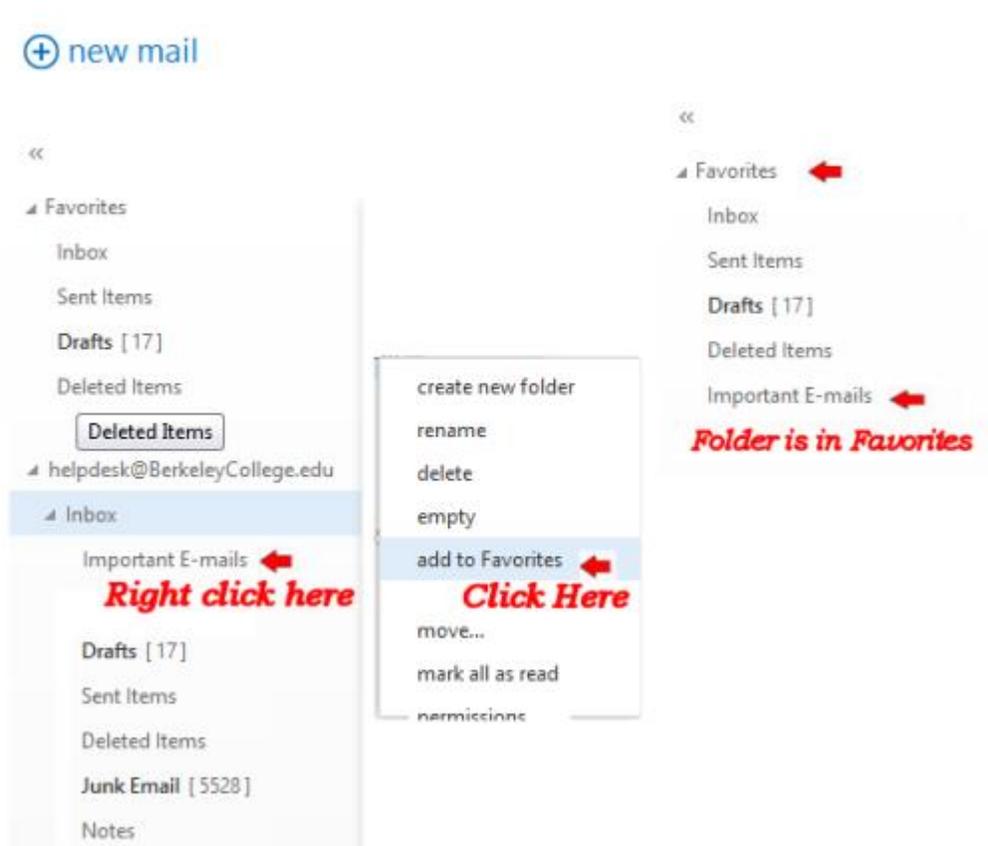
- You can re-order folders in Favorites by clicking and dragging, or by right-clicking and then clicking **Move up** or **Move down**.
- To remove a folder from Favorites, right-click it in Favorites and click **Remove from Favorites**. This only removes the link to the folder from Favorites; it won't delete the folder from your mailbox.

## Adding a folder to Favorites in OWA client

It's not unusual to end up with so many folders that it can be hard to keep track of the folders that are most important to you. To make it easier to keep track of those folders, you can add them to your Favorites.

Favorites don't appear in your folder list until you've added at least one folder to Favorites. Adding a folder to Favorites doesn't move the folder, but creates a link to it.

- To add a folder to Favorites, right-click it and click **Show in Favorites**. (Example Important E-mails)



- You can re-order folders in Favorites by clicking and dragging, or by right-clicking and then clicking **Move up in list** or **Move down in list**
- To remove a folder from Favorites, right-click it in Favorites and click **Remove from Favorites**. This only removes the link to the folder from Favorites; it won't delete the folder from your mailbox.

