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)

		-2	Open in New Window	🖌 Favorites 🛛 📥
4 Favorites			New Folder	Inbox
a ravolites	1	Ĩ	Rename Folder	Sent Items
Inbox	5		Copy Folder	Drafts [17]
Sent Items		1 2	Move Folder	Deleted Items
Deleted Items	e	×	Delete Folder	Important E-mails 🛛 🗲
		6	Recover Deleted Items	Folder is in Favorites
▲ helpdesk@BerkelevCollege.edu		Ô	Mark All as R <u>e</u> ad	
4 Johov		۲a	Clean Up Folder	
Important E-mails 🖕		\otimes	Delete Al Click here	
Drafts [17] Right click here			Show in <u>F</u> avorites 🛛 🗲	
Sent Items		ĝ↓	Sort Subfolders A to Z	
Deleted Items			Move <u>U</u> p	
Junk Email [5528]		-	Move Down	
Outbox			Dronastias	
RSS Feeds		<u>0</u> -	Properties	
Search Folders				

- 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

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⊕ new mail		
 Favorites Inbox Sent Items Drafts [17] Deleted Items Deleted Items 	tes x ltems ts [17] ted ltems create new folder rename	
A helpdesk@BerkeleyCollege.edu A Inbox	delete empty	e
Important E-mails Right click here Drafts [17] Sent Items Deleted Items Junk Email [5528] Notes	add to Favorites Click Here move mark all as read permissions	

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