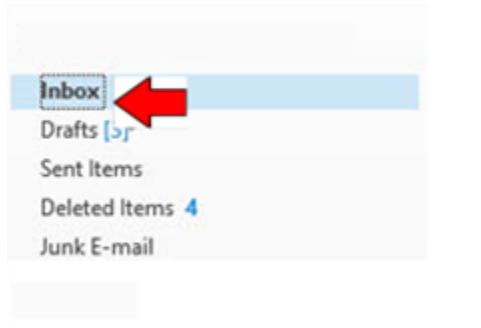


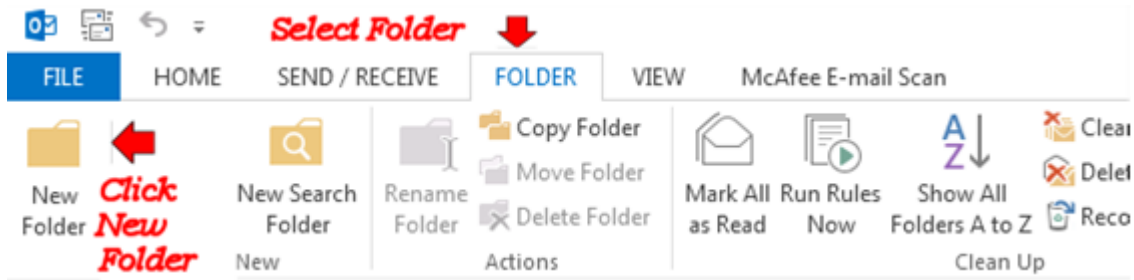
How to Create a New Mail Folder in Outlook 2013

The simplest way to manage incoming mail in Outlook 2013 is just to file it. Before you file a message, you need to create at least one folder in which to file your messages. You only need to create a folder once.

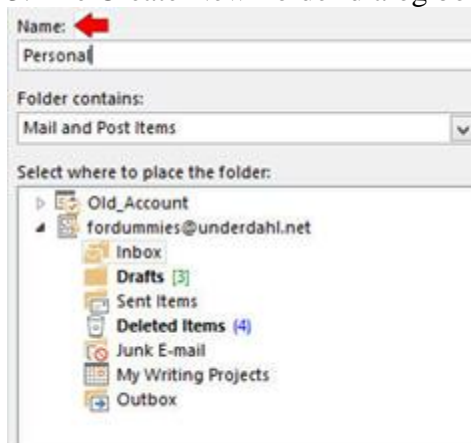
1. Select the word Inbox in the Folder list.



2. Select the Folder tab and click the New Folder button in the Ribbon.



3. The Create New Folder dialog box appears



4. In the Name text box, type a name for your new folder, such as Personal. You can name the folder anything you like. You can also create many folders for saving and sorting your incoming e-mail
5. Click the OK button. Your new folder appears in the Folder list

How to Create a New Mail Folder in OWA

The simplest way to manage incoming mail in OWA is just to file it. Before you file a message, you need to create at least one folder in which to file your messages. You only need to create a folder once.

1. Navigate to your Folder list.
2. Right click on the Inbox.
3. Click create new folder.
4. In the Name text box, type a name for your new folder, such as Personal. You can name the folder anything you like. You can also create many folders for saving and sorting your incoming e-mail
5. Press Enter on your keyboard . Your new folder appears in the Folder list

