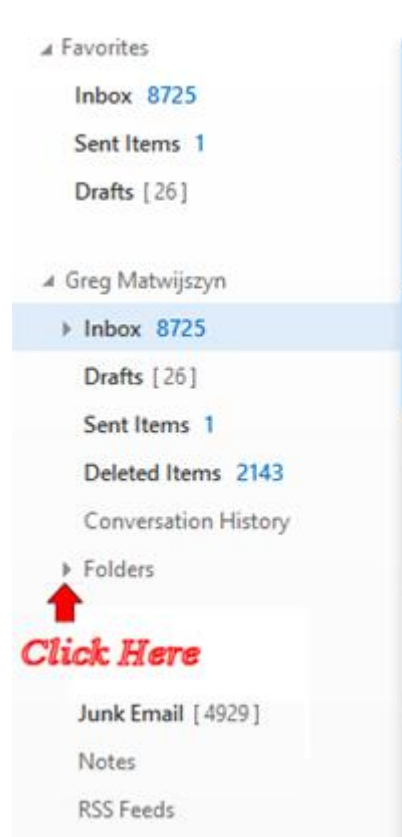## Opening your Lotus Notes folder in OWA

1. Login to your Office 365 e-mail

2. To access the Lotus Notes folder that were migrated to Office365 navigate to the menu on the left and click the arrow next to "**Folder**"

# Open your Lotus Notes folder in Outlook 2013 client

1. Login to your Outlook 2013 client.
2. To access the Lotus Notes folder that were migrated to Office365 navigate to the menu on the left and click the arrow next to "**Folder**"

◢ Favorites
   **Inbox  8725**
   Sent Items  1
   Drafts [26]

◢ cmd@berkeleycollege.edu
▷ Inbox  **8725**
   Drafts [26]
   Sent Items  1
   Deleted Items  2143
   Conversation History
▷ Folders

⬆

## Click Here

   Junk Email [4929]
   Outbox
   RSS Feeds
▷ Search Folders