INSTRUCTIONAL COMPUTING COMPUTING

Engage the Students. Infuse the Curriculum. Empower the Faculty. Enhance the Administrative Process.

Creating Folders in OWA (Outlook Web App)

Create a New Folder

You can organize your messages by topic by using folders.

Follow these steps to create a new folder.

1. In the navigation pane, *right click* on the **folder** that will contain your new folder.



2. *Click* create new folder from the drop down menu.



3. *Type* a **name** for the new folder, and *press* **enter** on your keyboard.



4. The new folder has been created!