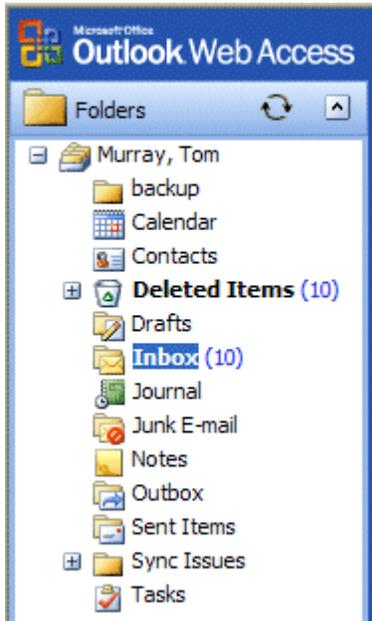


Using Folders



When you first opened Outlook Web Access 2003, the **area to the left of the screen looked something like the image to the left**. The icons you see take you to different features of Outlook (Calendar, etc.) or contain e-mail.

The **icons we are concerned with** in this tutorial are the **ones that pertain to e-mail** and hold messages (e.g. Inbox, Sent Items, and Deleted Items).

NOTE: When Technical Support staff setup your Outlook and Outlook Web Access 2003 account, they create limits for the amount of mail messages you can have in your Inbox, Sent Items, and Deleted Items folders. When you get near this limit, you will receive a cautionary message, indicating that you need to delete messages that are no longer needed.

Frequently, you have certain messages that are related to a topic or group, and you would like to retain for some period of time, and not have them “count” against your size limit.

In your Office Outlook account, you are able to create folders which will save messages on your hard drive (see the appropriate Outlook tutorial on how to do this). However, in Outlook Web Access 2003, you can only setup folders to your Inbox, Sent Items or Deleted Items folders. This will allow you to view the messages in both Outlook and Outlook Web Access 2003, but will count against your capacity limit.

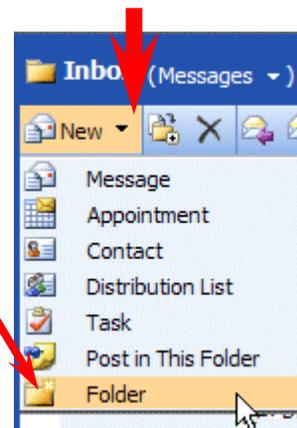
Creating Folders

To create a **Folder** (which is a part of your Inbox, Sent Items, or Deleted Items, do one of the following steps.

You can either **click the down triangle in the New button**, and then **select Folder**.



Or you can **RIGHT click the folder** under which you desire to have your special folder.



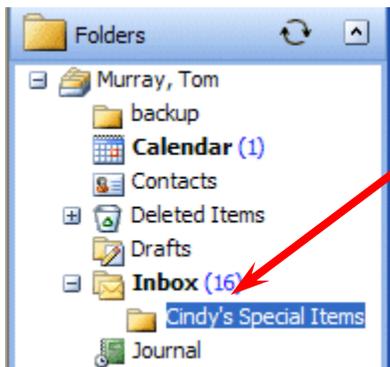
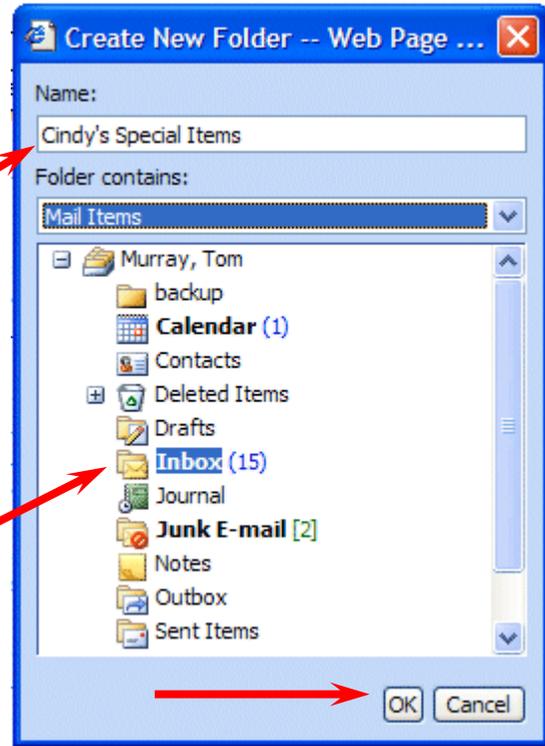
In either case, when the drop down menu appears, select Folder (see arrows above).

The following **Create New Folder** screen will appear:

First, select a logical name for the folder. For this tutorial we'll use the title "**Cindy's Special Items.**" Type the name you desire in the **Name:** area.

Next, move down the Create New Folder screen with the elevator arrows (on the right of the menu screen) until you see: **Inbox, Sent Items, or Deleted Items.** Logically, Inbox or Sent Items would be best, but you can choose any folder. **Click the folder you desire.** We chose **Inbox** in our image on the right. **The folder will turn blue.**

Now, **click OK.**



This will **place** the newly created **folder** under the folder you chose (see **image on left**). Notice that our folder is "**under**" the **Inbox**. Also, **notice** that there is now a **little minus "–"** sign to the **left of Inbox**.

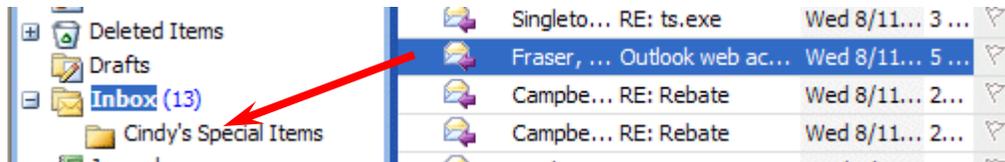
Anytime you see a little plus sign "+ " next to a folder, it **indicates that there are other folders "below" the folder.** If you click the plus sign, you will see the folders.

If you click the minus sign, the folders below the main folder will disappear and a plus sign will appear. So, you can "show" or "hide" your folders as you choose.

Placing e-mail messages in your created Folders

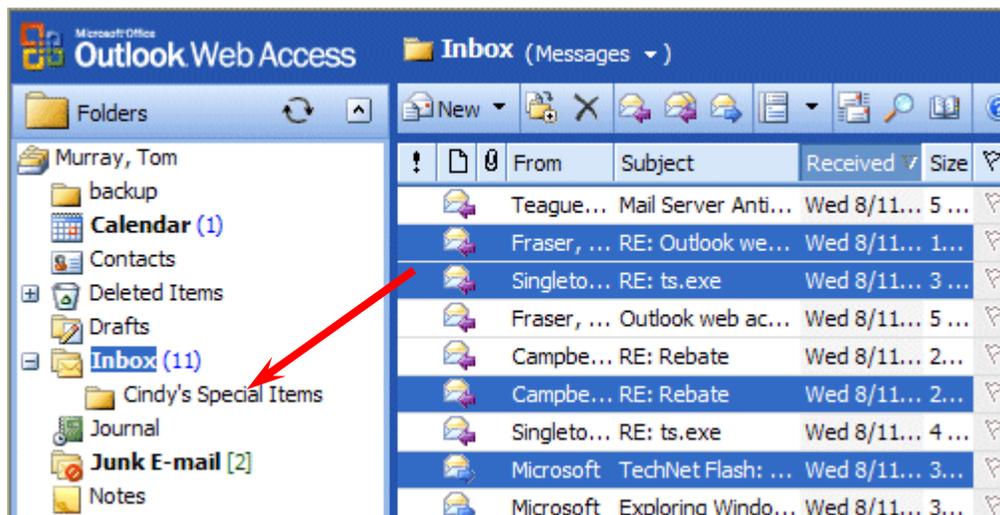
Moving a single message

To “move” an e-mail message from one folder (Inbox, etc.) to another folder, you simply **click-on the e-mail** message you want to move, **hold down the left mouse button**, and **drag** the message **to the Folder**.



In the image above, we **clicked** on the **highlighted message**, **held down the left mouse button**, and **dragged** the message **from the Inbox to the Cindy's Special Items folder**. You will **notice**, as you are “**dragging**” your e-mail message, a **small box appears “attached” to the cursor arrow**. The **cursor changes to a circle with a line through it** (when you are over an area where you can't drop your message), and then **changes again to the box with the arrow** when you have the cursor over an acceptable **Folder**. When you have the **box symbol over your Folder**, **release the left mouse button**. This will move the message from one folder to another. Try this with one of the messages in your Inbox.

Moving Several Messages



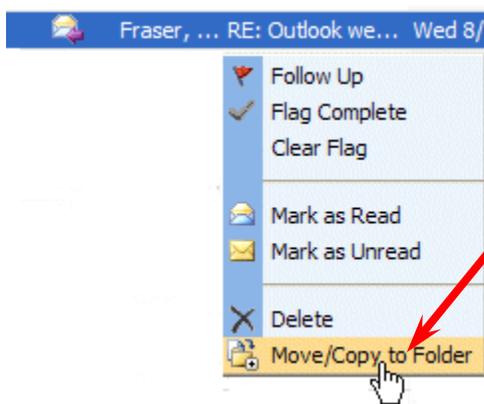
You can also move several messages with this drag technique.

To **highlight several messages** you need to learn a new skill. If you **hold down one of the Ctrl keys** (at the bottom of the keyboard – one either side of the Space Bar) and then **click on several messages**, you'll notice that **as you click each message it is highlighted (like image on above)**.

When you are **ready to move** the group of messages you highlighted, simply **click on any of the highlighted messages**, and **immediately hold down the left mouse button**, and then **drag** all the messages to the **folder** where you want the messages. If you click-on one of the messages and don't drag the cursor immediately, this will "turn-off" the multiple message selections and you'll have to start again. It's kind of tricky the first time that you try this.

If you ever desire to "turn-off" the multiple highlights, you simply click-on any message and that will remove the highlights and select the message on which you clicked.

You can still delete the messages when you no longer desire to retain them.



One more way to move messages – You can **RIGHT click** on a **message**. When the drop down menu appears, **select Move/Copy to folder**. When the Move/Copy menu screen appears, simply **click** on the **folder** to which you desire to move the message and it will be moved.

There is **also a Move/Copy button** in each folder **Toolbar** which also works well.



