



# Using Folders

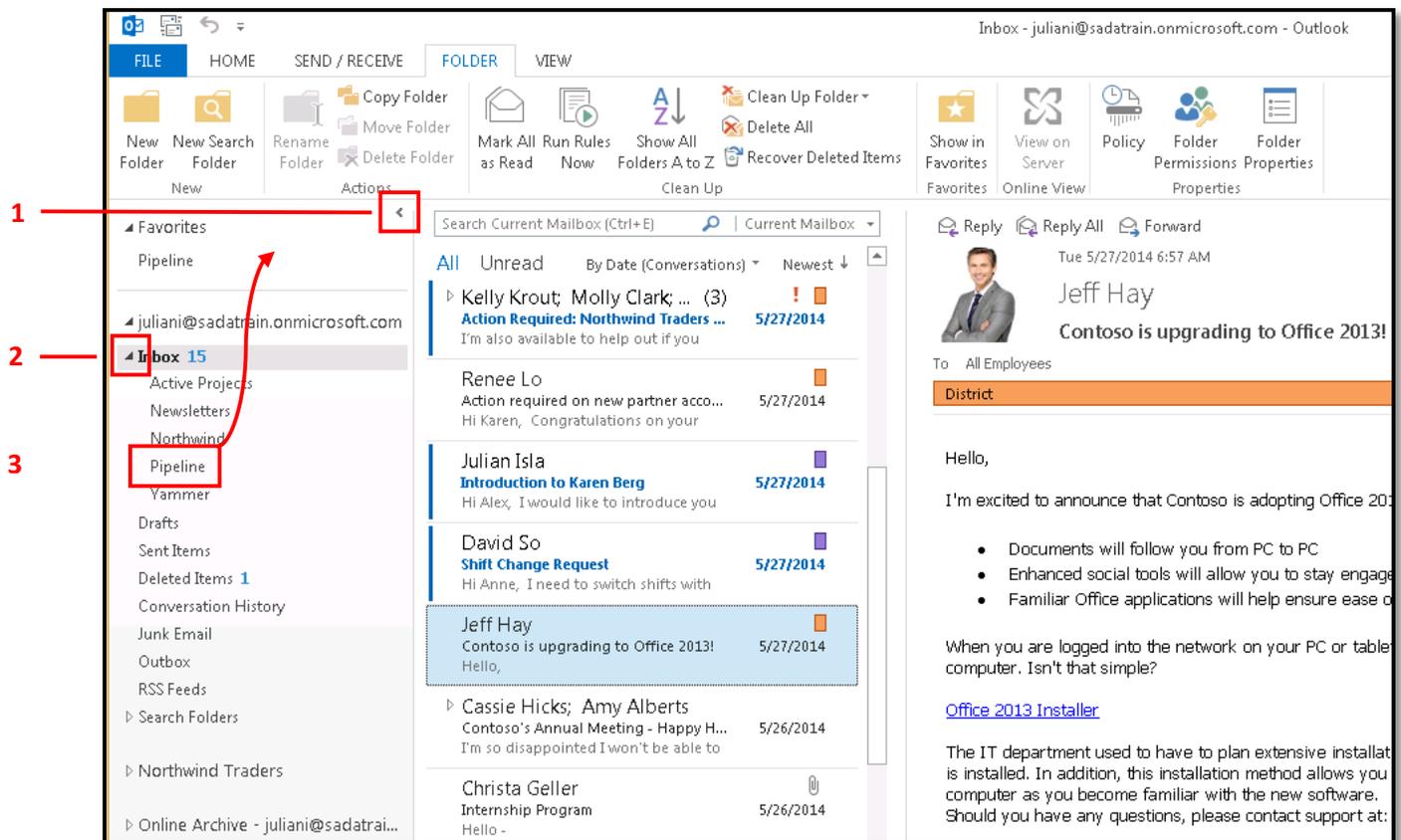
## Objective

This document provides instructions on how to use folders in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

## Part 1 - The Folder Pane

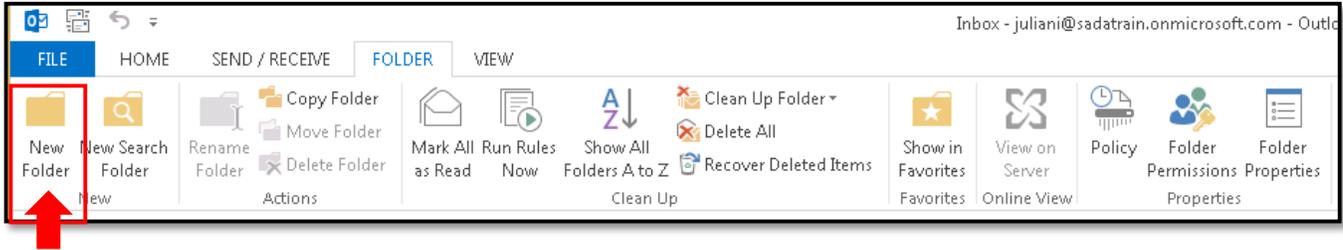
The Folder Pane appears on the left side of the Mail screen. It contains the folders of your mailbox and any Favorites you designate.

1. To expand or collapse the Folder Pane, click the << or >> symbol at the top of the pane.
2. To expand or collapse folders within the Folder Pane, click the triangle icons next to the folder names.
3. To designate a folder as a Favorite, click the folder and drag it to the Favorite space at the top of the pane.

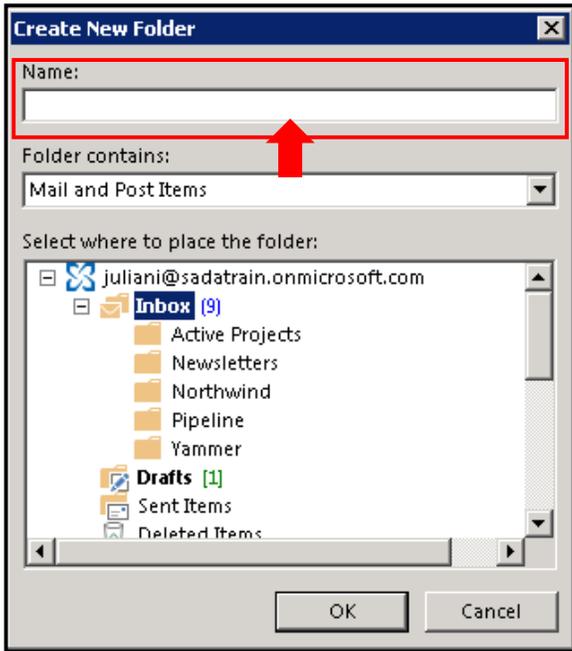


## Part 2 – Create a Folder

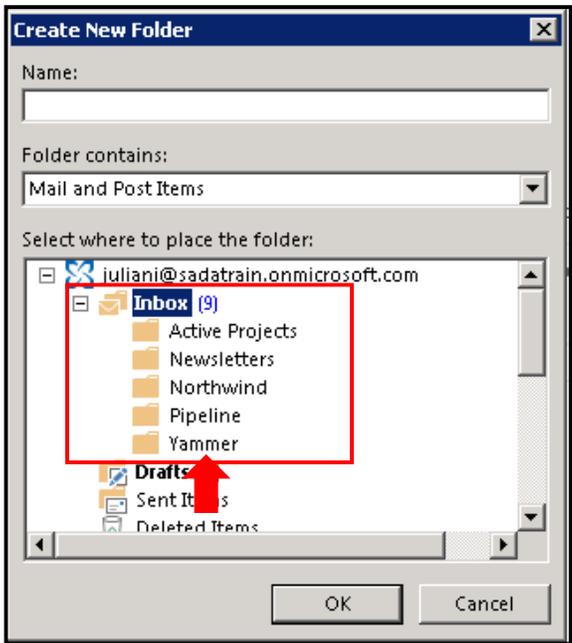
1. Select the **Folder** tab in the top left corner, and click the **New Folder** button.



2. The Create New Folder screen appears. In the **Name** field, type a name for the new folder.



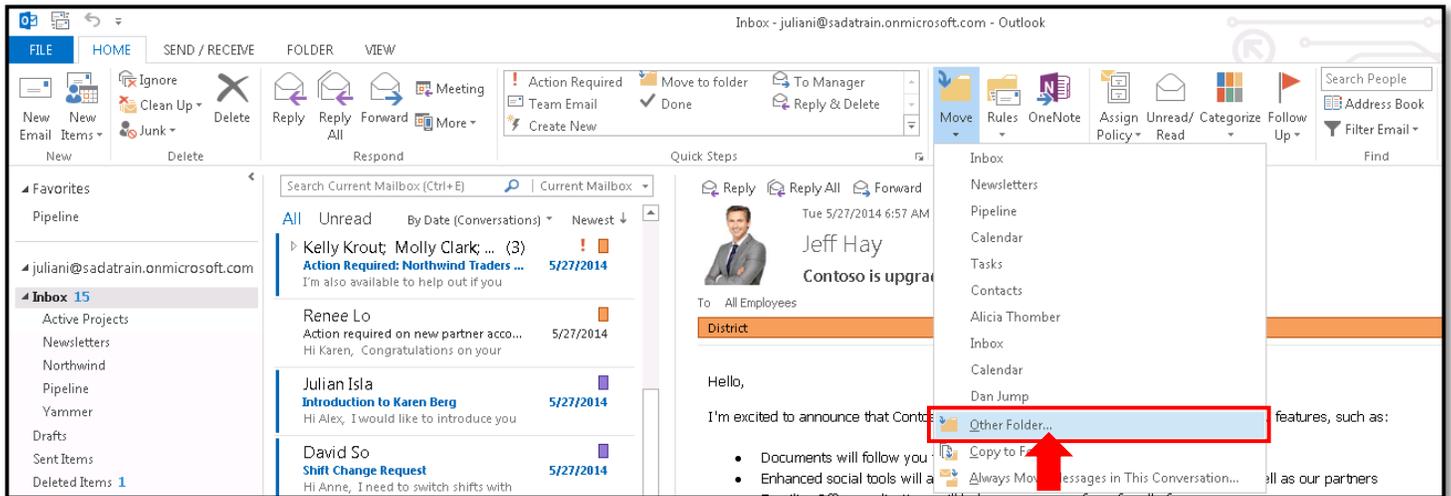
3. Select the parent folder, under which the new folder will reside. The default is the **Inbox**.



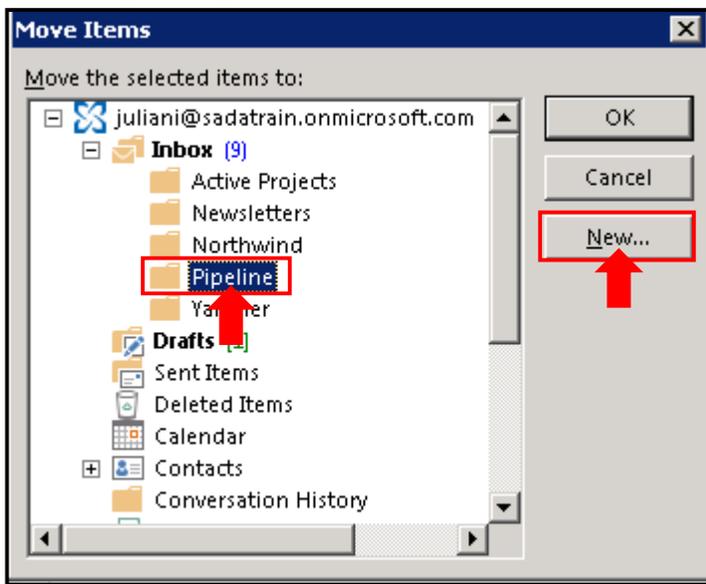
4. Click **OK**.

### Part 3 – Move a Message into a Folder

1. Select the **Home** tab in the top left corner, click the **Move** button, and select **Other Folder**.



2. The Move Items screen appears. Select the destination folder. To create a new folder, click the **New** button, and repeat steps 2-4 under *Create a Folder* above.



3. Click **OK**.

### Part 4 – Shortcuts for Folders

Action	Shortcut
<b>Create a Folder</b>	Right-click the parent folder, select <b>New Folder</b> , and name the new folder.
<b>Move a Folder</b>	Click the folder, and drag it to a new parent folder.
<b>Move a Message</b>	Click the message, and drag it to the destination folder.
<b>Move a Message</b>	Right-click the message, select <b>Move &gt; Other Folder</b> , and select the destination folder.