

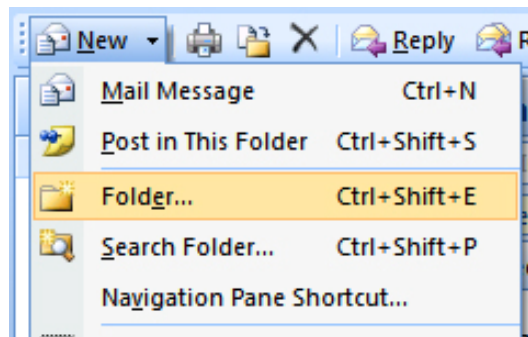


Creating a Folder

1. Click on the arrow next to "New" in the toolbar at the top of the page

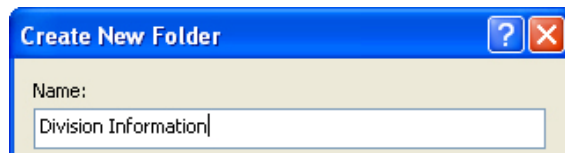


2. Choose "Folder".

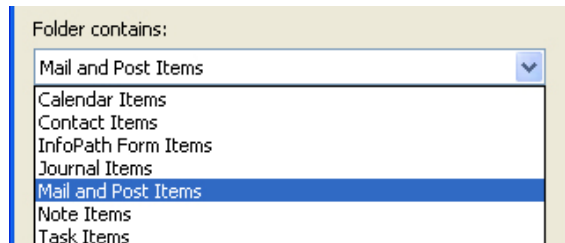


3. In the "Create New Folder" box that opens:

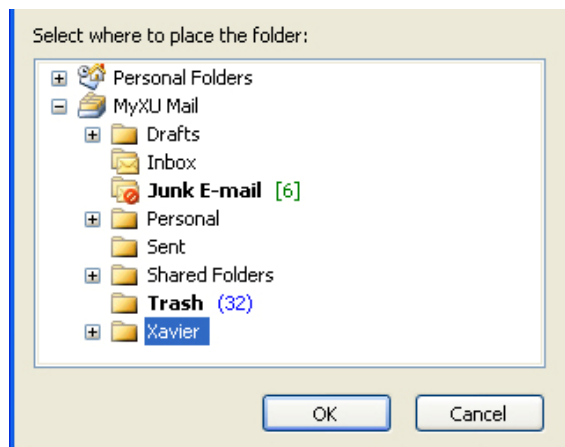
- Type a "Name" for the folder



- In the "Folder Contains" menu below choose the type of information the folder will contain.

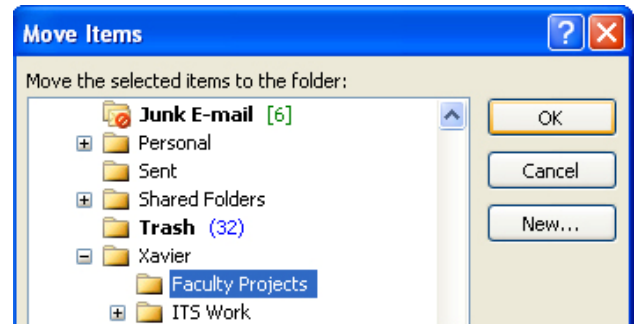


- Choose a location for the new folder to reside by clicking the name of an existing folder. Choose "MyXU Mail" if you want the folder to be created on the main level.

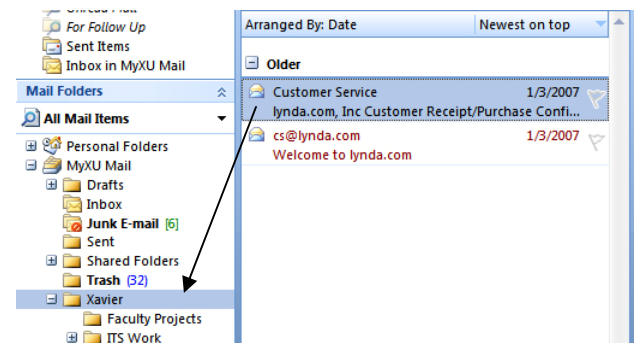


Moving Messages to a Folder

1. Right Click on a listed message, or select the message and then click on "Edit" at the top of the page.
2. In the dropdown box that opens choose "Move to Folder"
3. In the "Move Item" box that opens choose the folder choose the destination folder and click "OK".

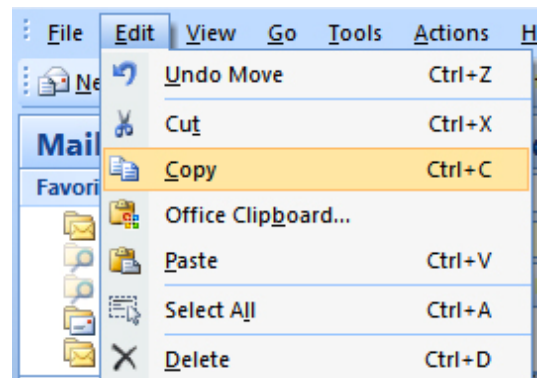


4. You can also drag a message from the list of messages to a visible folder on the left.



Copying Messages to Folder

1. Select the message to be copied from the list.
2. Click on "Edit" at the top of the page.
3. Choose "Copy" in the dropdown box.



4. Click on & open the destination folder in the left hand column.
5. Click on "Edit" at the top of the page and choose "Paste" from the dropdown box.



Folder Permissions

1. Right-click the folder and then click "Properties" on the shortcut menu.
2. Click the "Permissions" tab.
3. Click "Add".
4. In the Search box, enter the name of the person you want to grant sharing permissions to.
5. Click "Add", and then click "OK".
6. In the "Name" list, click the name of the person you just added.
7. Under "Permissions", choose the settings you want.
8. In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window) right-click the shared folder, and then click "Send Link to This Folder" on the shortcut menu.