

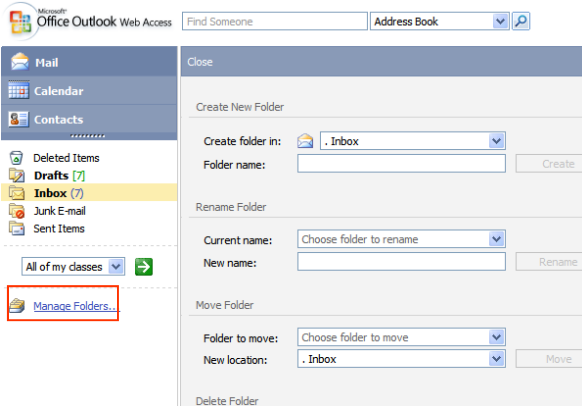
OWA Managing Folders for Mac Users

XAVIER UNIVERSITY | DISCOVERY SERVICES

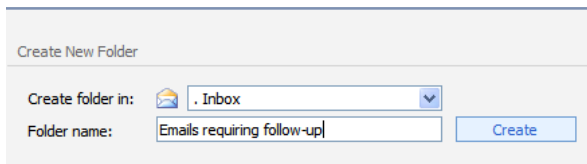


Creating a Folder

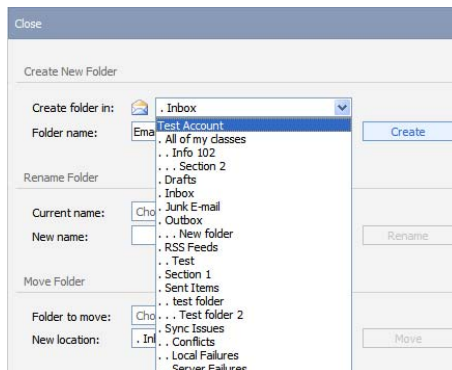
1. Click on the **Manage Folders** option under the Folder List in the Navigation Pane.



2. To create a subfolder within an existing folder, select the existing folder from the **"Create folder in:"** drop-down list, type in a name for the new folder, then click on the **Create** button.

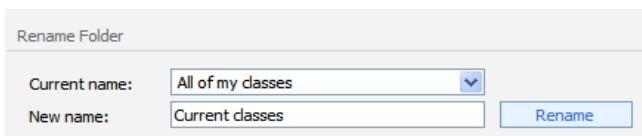


3. To create a new folder that is a main folder within the mailbox, select the mailbox name from the top of the drop-down list, enter the name of the new folder, and click on **Create**. In most cases the mailbox name will be your user name. In the picture below, however, the user is logged in to a mailbox called **"Test Account"**.



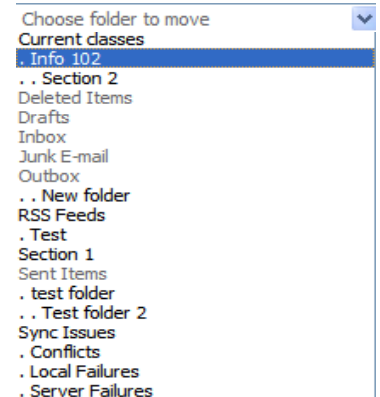
Renaming a Folder

You can rename a folder from within the **Manage Folders** window. To do so, select the existing name from the **"Current name:"** drop-down list, type in the desired new name for the folder, then click on the

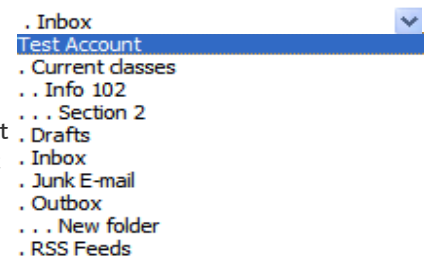


Moving a Folder

1. Click on the **Manage Folders** option in the Navigation Pane.
2. Select the folder to move from the **Folder to move** drop-down list.

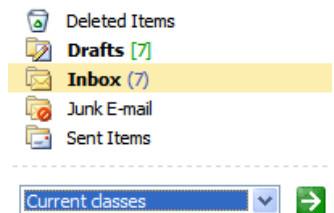


3. Select the desired new location from the **New location** drop-down list. To move the folder so that it is not a subfolder, click on the mailbox name, which should appear at the top of the drop-down list.



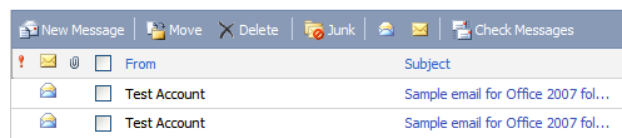
Accessing Subfolders

1. To access emails stored within a subfolder, you must first select the subfolder from the drop-down list that appears in the Navigation Pane.
2. Select the subfolder from the drop-down list, and click on the green arrow button.



3.

Type here to search This Folder



Deleting a Folder

To delete a folder from your folder list, select on the folder from the