Creating and Editing Folders in the Microsoft Outlook Web App

Creating a Folder
The following explains how to create and edit folders in the Microsoft Outlook Web App.

1. In the Outlook Folder Pane, click the Add (+) button.

2. Enter a name for the New Folder.

3. Press Enter on your keyboard. The new folder appears.
Moving Files Into a New Folder

1. Select the files you want to move by placing a checkmark in the box in front of the file name.

![Figure 4 - Select Files to Move](image)

2. Click Move to (See Figure 5).

3. In the drop-down menu, click the Folder where you want to move the files (See Figure 5).

![Figure 5 - Move to Folder](image)

4. The files have been moved to the selected folder.

![Figure 6 - Moved Files](image)
Editing a Folder/Renaming a Folder
The following explains how to rename a folder in the Microsoft Outlook Web App.

1. In the Outlook Folder Pane, right-click the folder you want to rename (See Figure 7).
2. Click Rename Folder (See Figure 7).

3. The existing folder name will appear highlighted. Type over the existing name with the desired new folder name.
4. Press **Enter** on your keyboard. The new folder name now appears.

![Figure 9 - New Folder Name](image)

**Add to Favorites**

1. Hover over the **folder name**.
2. Click the **star icon** to the right of the folder name.

![Figure 10 - Add to Favorites](image)
3. The folder is added to the favorites list.

![Figure 11 - Added to Favorites](image)

4. To remove from favorites, click the star icon or right-click and select **Remove from Favorites**.

**Deleting a Folder**

The following explains how to delete a folder in the Microsoft Outlook Web App.

1. In the *Outlook Folder* Pane, right-click the folder you want to delete (See Figure 12).
2. Click **Delete** (See Figure 12).

![Figure 12 - Delete Folder](image)
3. A message appears requesting confirmation to delete. Click **OK**.

![Delete folder window](image)

**Figure 13 - Click OK**

4. The folder is moved to the *Deleted Items* folder.
5. To delete files and folders permanently from the deleted items folder, right-click the *Deleted Items* folder (See Figure 14).
6. Click **Delete All** (See Figure 14).

![Deleted Items folder](image)

**Figure 14 – Delete All**