

Folders

Exercise 1: Creating a New Folder

1. On the standard toolbar, click on the arrow to the right of the *New* button and a drop-down menu will appear.
2. Click *Folder* and the *Create New Folder* dialog box will open.
3. Enter **Test Folder** in the *Name* box.
4. Click the arrow next to the *Folder contains* box, and select *Mail and Post Items* from the drop-down menu.
5. In the folder list box, select *Inbox*.
6. Click *OK*.

Note: The new folder will now be included in the *Folder List* in the *Navigation Pane* as a subfolder of the *Inbox*.

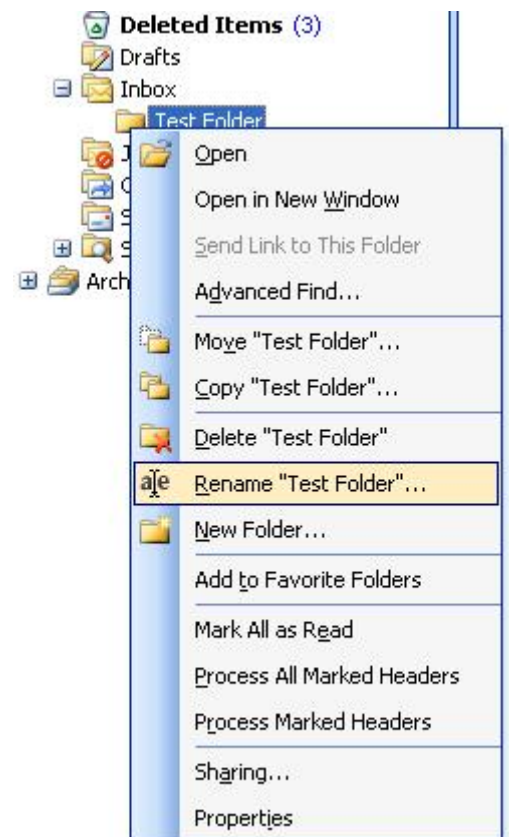


Exercise 2: Renaming a Folder

Note: You cannot rename the default Outlook folders such as *Inbox*, *Drafts*, or *Deleted Items*. You can only rename folders that you created.

1. On the *Folder List* in the *Navigation Pane*, expand the *Inbox* folder by clicking the + sign to its left.
2. Right-click on **Test Folder**.
3. On the pop-up menu that appears, click *Rename "Test Folder"*.
4. The folder name turns into an editable textbox with the old name highlighted. Type **Test Inbox** in the textbox provided.
5. Click away from the textbox.

Alternatively, you can double-click on **Test Folder**, the folder name turns into an editable textbox. Change the folder name to **Test Inbox**, and click away from the textbox.



Exercise 3: Moving a Folder

Note: You cannot move the default Outlook folders. You can only move folders that you have created.

1. On the *Folder List* in the *Navigation Pane*, expand the *Inbox* folder by clicking on the + sign to the left of the folder icon.
2. Select **Test Inbox**.
3. While holding the left mouse button down, drag **Test Inbox** and drop it onto the *Drafts* folder.
4. The *Drafts* folder now has the minus sign (-) to the left of the icon and the **Test Inbox** folder showing below. Click the - sign and it will turn into a + sign and the **Test Inbox** folder will no longer be visible in the *Navigation Pane*. Now, expand the *Drafts* folder by clicking the + sign. You will again see **Test Inbox** as a subfolder of *Drafts*.
5. To move it back to the *Inbox*, select **Test Inbox** again.
6. While holding the left mouse button down, drag **Test Inbox** and drop it onto the *Inbox* folder.

Exercise 4: Deleting a Folder

Note: You cannot delete the default Outlook folders. You can only delete folders that you have created.

1. In the *Folder List* on the *Navigation Pane*, expand the *Inbox* folder by clicking the + sign to its left.
2. Right-click on **Test Inbox**.
3. On the pop-up menu that appears, click *Delete "Test Inbox"*.
4. An alert box will open asking you to confirm whether you are sure that you want to delete the folder. Click *Yes*.

