



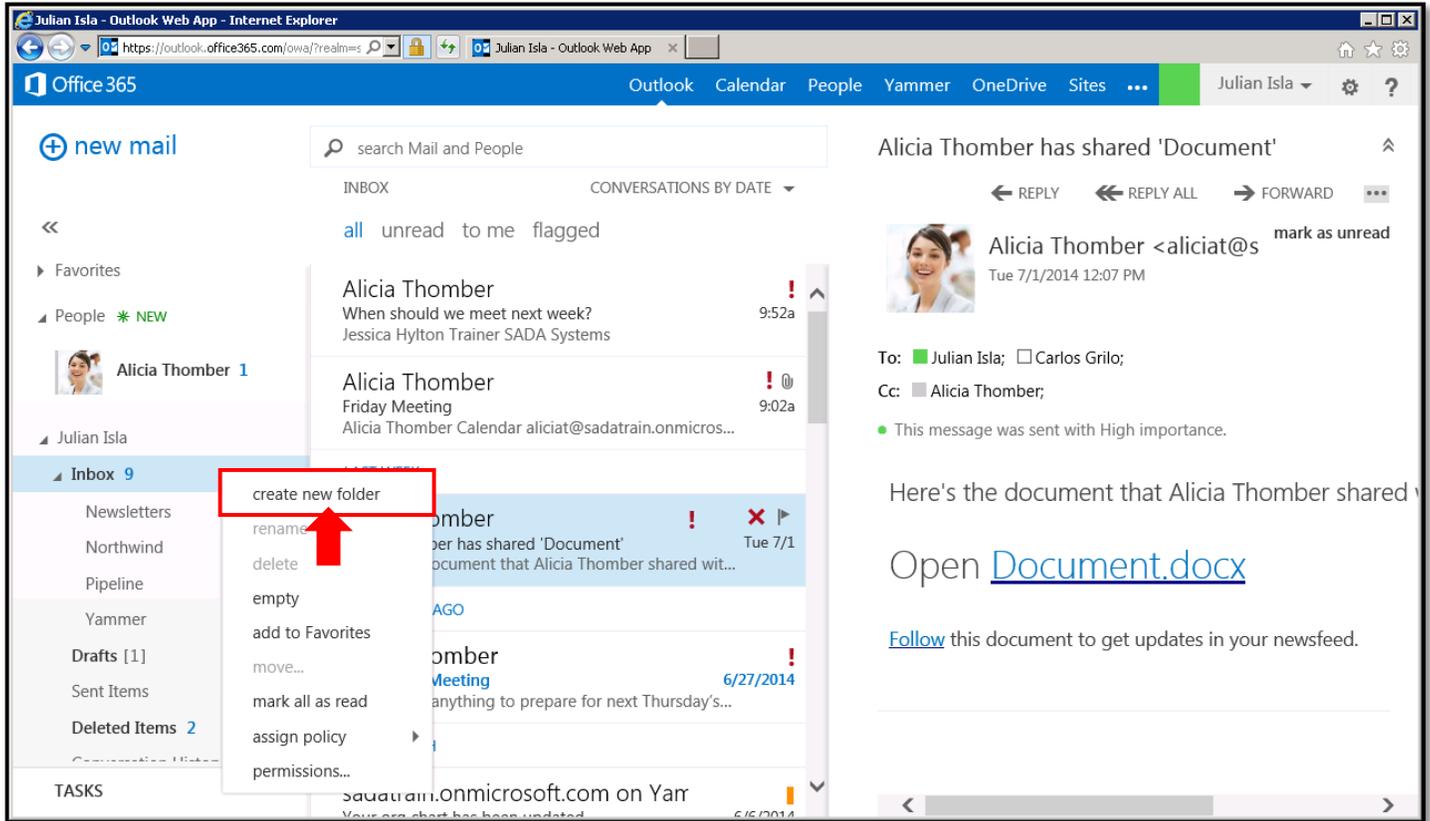
Using Folders in Outlook Web App

Objective

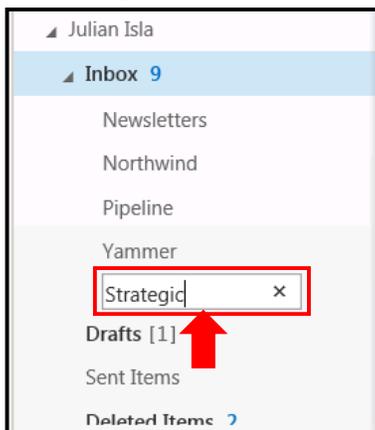
This document provides instructions on how to use folders in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365).

Part 1 - Create a Folder

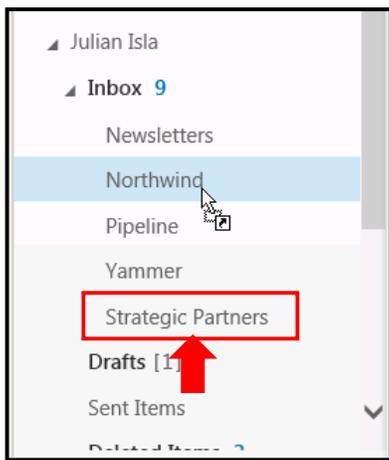
1. Right-click your **Inbox**, and select **Create new folder**.



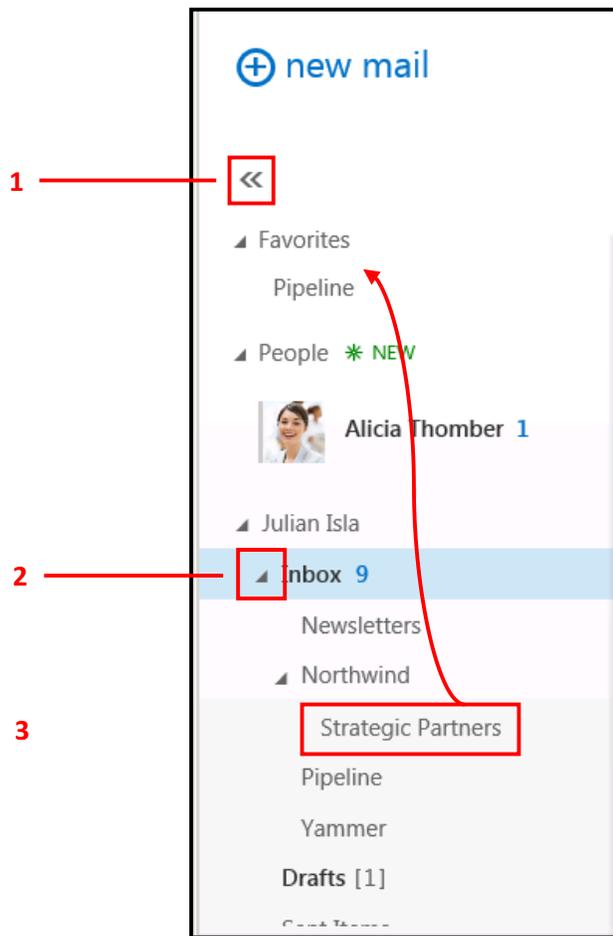
2. This opens a blank folder. Type the name of this new folder, and press **Enter**.



3. To move a folder, click it and drag to a destination folder.



Part 2 - The OWA Folder Pane



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.