

## Add a new folder

Right click on the name listed above the folder titled "Inbox" (if the new folder will be a sub-folder, right click on the folder that this new one will be under); select "New Folder"

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FILE HOME	SEND / RECEIVE	FOLDER VIEW			
	gnore Clean Up - Junk - Delete	Reply Reply Forward All Respond	Meeting	Move to: ? Team Email Reply & Delete Quick	G To Manager ✓ Done <sup>™</sup> Create New < Steps
Drag Your Favorite F	olders Here	Search Current Mailbox		🔎 🛛 Current Mailb	
engage.365(%) Inbox Drafts Sent Items Deleted Items Junk Email Outbox RSS Feeds Search Folders	Open in New Wind Open File Location Remove "engage. New Folder Manage All Site M Show in Eavorites Sort Subfolders A Account Properties Folder Permission	n 365@clevelandstate" failboxes to <u>Z</u> s s	We didn't fi	nd anything to show here.	By Date 🍷 Newest

An empty box will appear in the folder list: enter the name of the folder, when the name is as you want, click anywhere on the screen to save the name

FILE	HOME	SEND /	RECEIVE	FOL	DER	VIEW			
New Ne Email Iter	ew 🔊	gnore Clean Up • lunk •	X Delete	Reply	Reply All	Forward	🕎 Meeting	Move to: ? Team Email Reply & Delete	G To Ma ✓ Done ⅔ Create
New	New Delete				Respond			Quick	< Steps
Drag You		evelandst				rent Mailb ead	ox (Ctrl+E) We didn't f	ind anything to show here.	♀ ∣ C By Date ◄
Drafts									
Sent Iter	ms								
Deleted	Items								
Junk Em	ail								



## The new folder will appear in the list

