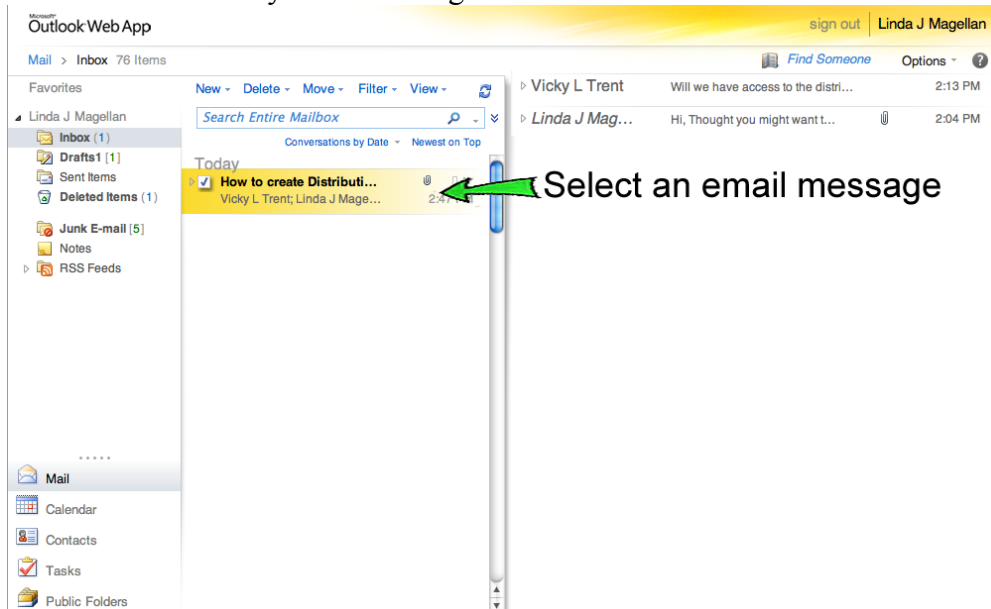
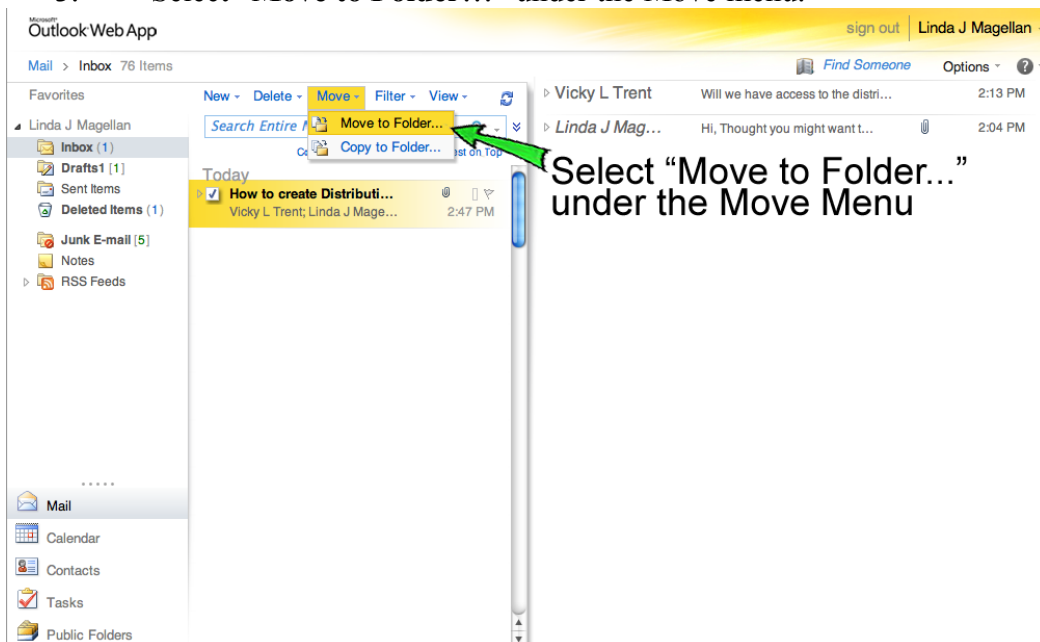


How to create Folders in Outlook Web Access

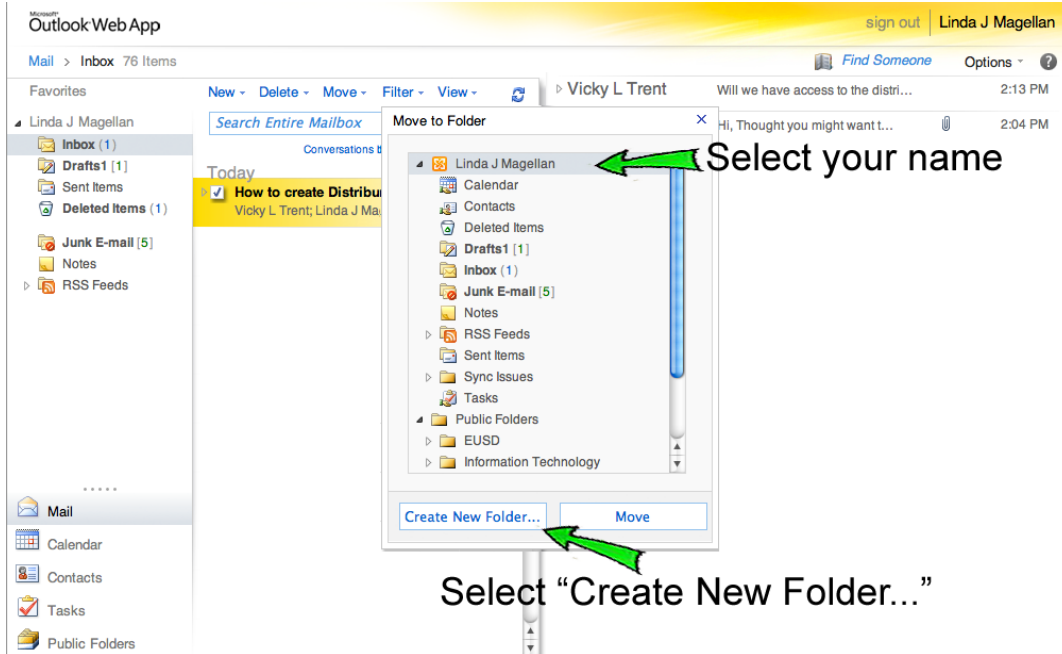
1. Login to your email account through your web browser.
2. Select any email message



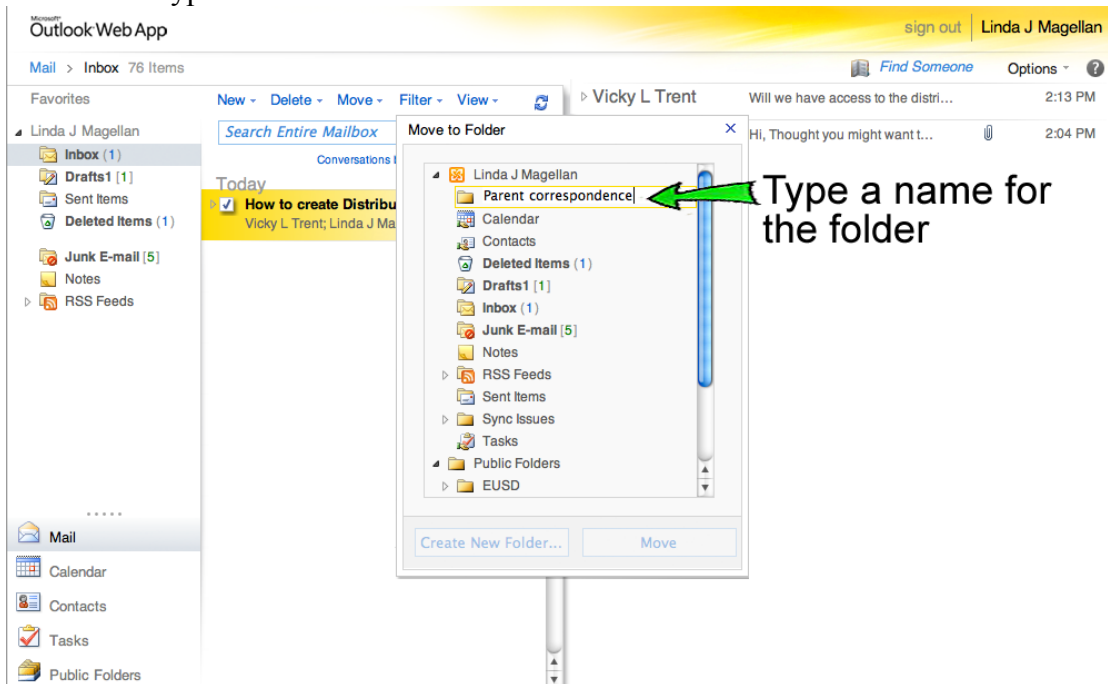
3. Select "Move to Folder..." under the Move menu.



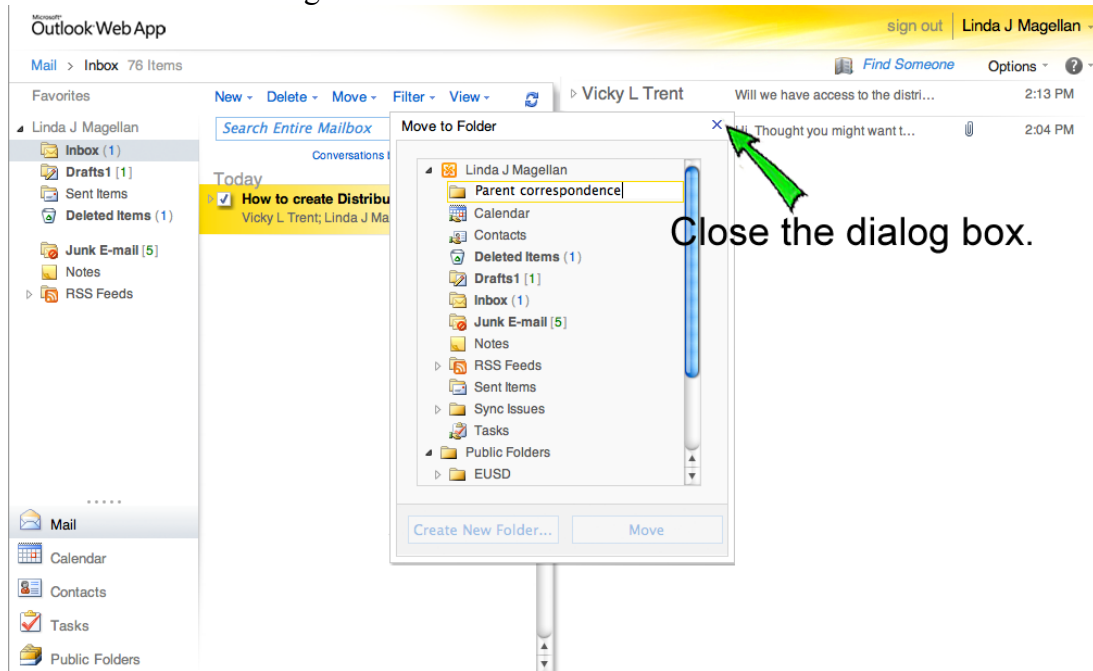
4. Select your name at the top of the list.
5. Click on “Create New Folder...”



6. Type in a name for the new folder.



7. Close the Dialog box.



8. New folder appears in the left menu.

