

*Here are the steps to adding a FOLDER in Outlook. These directions work for Outlook Web Access, but are similar to the steps for Outlook on your PC.*

- 1. While in the INBOX, click the drop down arrow next to the word NEW*
- 2. Choose FOLDER*
- 3. Outlook should ask you to name your folder, I named mine FITT Tech Tips*
- 4. In the box below the new folder name, click INBOX to let Outlook know that you want this new folder as a subfolder of your email Inbox*
- 5. Click OK*

*In Outlook, you should instantly see your folder. In Outlook Web Access, you can click the circle made from arrows above the FOLDER area. This will reset the folders and you will see your new FITT Tech Tip folder.*

*Now, every time you receive a Tech Tip, you can drag it and drop it into your new folder. By the way, these steps work when adding any folder in your INBOX.*

*Good luck & Happy Computing!*

*Meredeth McCoy, Faculty Technology Mentor*