

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 "Create New Folder"

⊕ new mail	search mail and people	Q
	all unread to me flagged	
~	ENGAGE AT CSU CONVERSATIONS B	Y DATE 👻
∡ Favorites		
Inbox		
Sent Items		
Drafts	_	
Engage At CSU create new Inbox Trename Drafts delete sent Items empty deleted Item Junk Email Notes move Notes mark all as add shared	folder folder There are no items to show in this view. folder	



A folder with no name will display, enter the name of the folder

— ···			
🕀 new mail	search mail and people		
	all unread to me flagged		
~	INBOX		
I Favorites			
Inbox			
Sent Items			
Drafts			
Engage At CSU			
Inbox			
Drafts			
Sent Items			
Deleted Items			
Junk Email			
Notes			

Once a name is entered, click anywhere on the screen and the new folder will be displayed. Note: once you sign out and back in, the new folder will be sorted in the proper order along with any other folders that may already exist

Office 365	
⊕ new mail	search mail and people
	all unread to me flagged
«	INBOX
⊿ Favorites	
Inbox	
Sent Items	
Drafts	
✓ Engage At CSU	
Inbox	
Drafts	
Sent Items	
Deleted Items	
Junk Email	
Notes	
This is a new folder	
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