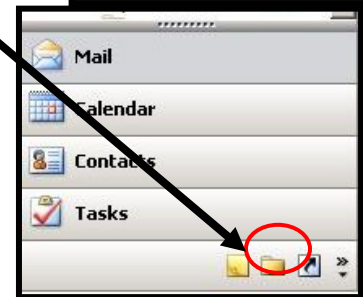
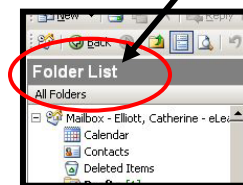


Moving a Conference or Private Folder to an Easy-to-Access Place in Favorite Folders

1. Login to Outlook and look on the left of the screen to find your navigation tools.



2. Click on the yellow **Folder List** (this may be a folder icon down at the very bottom left of your navigation screen). When you click on the **Folder List**, the **Folder List** name will be displayed at the top on the navigation pane.



3. Scroll down to the bottom of the folders and click on the + sign beside **Public Folders**



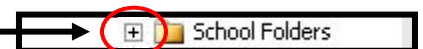
4. Scroll down a little and click on the + sign beside **All Public Folders**.



5. Scroll down and click on the + sign beside **Conferences**

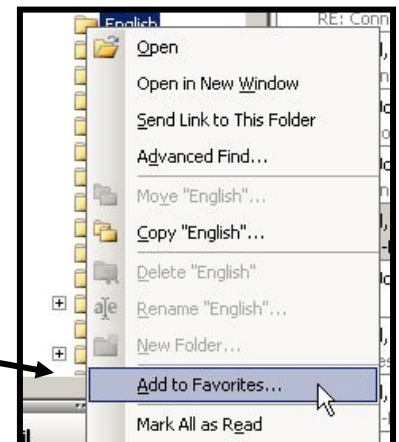


6. Scroll down and click on the + sign beside **School Folders** (or any other folder you wish to move to an easy-to-access place in your Favorite Folders).



7. When you see the private folder or conference folder that you want to access more easily, right click on the folder. This will bring up a pop-up menu.

8. About half-way down the pop-up menu, click on **Add to Favorites**.



9. The name of the folder will appear in a new pop-up. Click

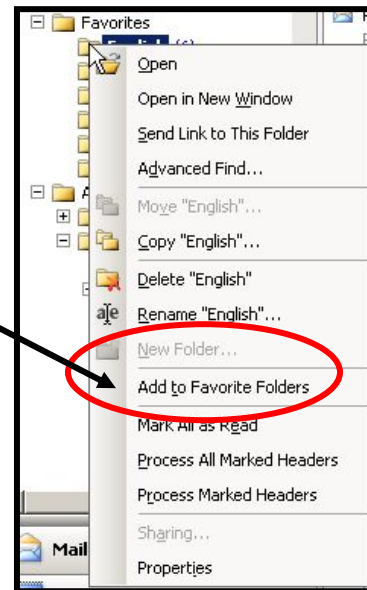
Add.



10. On your navigation bar, move back up the list of folders to **Favorites** (located just below **Public Folders**.) Click on **+** beside the **Favorites** folder.
11. You will see the private or conference folder you just moved. Once again, right click on the folder you wish to more easily access. A pop-up menu will appear.



12. Click on **Add to Favorites** on the pop-up menu.



13. Now, click on the orange Mail button at the bottom of your navigation bar.



14. Your private or conference folder will now show up at the top left of your screen in your Favorite Folders list. Use this same procedure to add any other folder from public folders to this view under the **Favorite Folders** in the **Mail** tool.

