Click the - sign beside the folder name to condense All Public Folders - Microsoft Exchange File Edit View Tools Compose <u>H</u>elp i to s a x a to s to s to s E. Microsoft Exchange Promet services and C) Subject 🖻 💭 Mailbox - EXTOTT -ISDT -C4 C4 Development 🞯 _Action (1) C4 Documentation Library 📓 _Info C4 Installation Problems 🕅 aug C4 Installation Updates 🚱 Deleted Items C4 Operations 🙆 Inbox 🔯 C4R Ops Updates 🞯 july COMD INFO 🛃 Outbox Reference CRIME Sent Items Folder Name 🖻 🚑 Mailbox - JETTE Jocelyne -SXCL -C4 OTTAWA Drg Message Org 庄 👰 Personal Folders PRMNY Org Message Org E Rublic Folders Security Council Elections Savorites This is a test folder All Public Folders TOKYO Org Message Org E 📾 C4 Development Workgroup/Groupe de travail C4 Documentation Library WSHDC Org Message Org C4 Installation Problems E- C4 Installation Updates E-B C4 Operations 🔞 C4R Ops Updates 0 Items 🔭 🛫 and the second second

MS Exchange contains three types of folders: Mailbox, Personal and Public folders.

The Mailbox folder is where your incoming and outgoing mail is delivered. It contains four basic folders: Inbox, Outbox, Sent Items and Deleted Items. You may create additional folders to store messages. Folders may be nested to any level that is manageable.

Public folders are those which can be accessed by you and others in your group (site). You can use these folders to share information with others in your organization.

Creating, Renaming and Deleting a Personal Folder

Folders can be created to categorize mail for quick access at a later date.