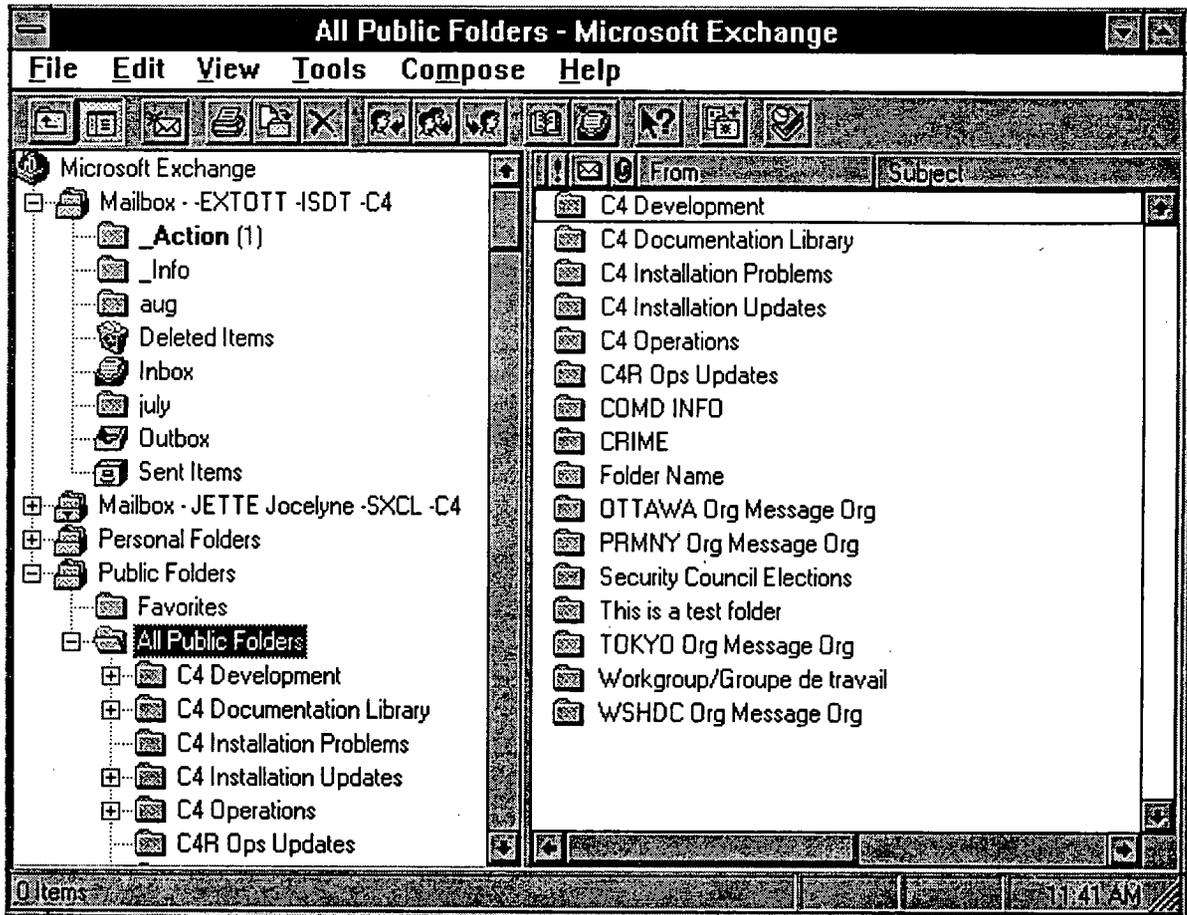


- Click the - sign beside the folder name to condense



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.