



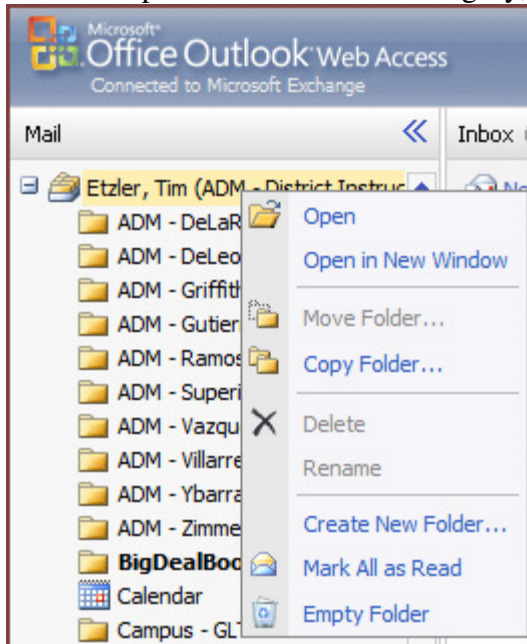
Tim Etzler

District Instructional Technologist
tetzler@kingsvilleisd.com

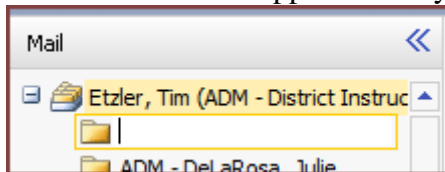
P.O. Box 871 / 207 N. Third
Kingsville, Texas 78363
Office: (361) 592-3387 x8157
Fax: (361) 516-0278

OWA - Create Sub-Folders To Organize Emails

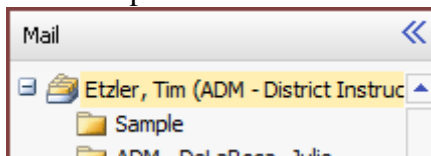
1. Login to the OWA system
2. In the left-pane under the **Mail** category, right-click the mouse on your name at the top of the list



3. On the pop-menu scroll down and left-click the mouse on **Create New Folder...**
4. A blank folder will appear under you name



5. Type the name of the folder and press the **Enter** key on the keyboard
6. This will put the new folder at the top of the list



7. Logout of OWA
8. The next time you logon to OWA the folder(s) you created will be displayed in alphabetical order