Outlook Web Access (OWA 2013)  
Creating Folders & Rules for Incoming Mail

Creating Folders

Folders are essential for e-mail organization and easy to create. Think of it just as a filing cabinet.

1. Click on your mailbox (or other folder*) > right click > “create new folder”

   *Do not place sub-folders in your Inbox. Outlook must read the Inbox with each load and a large Inbox can reduce performance.

2. Enter a descriptive short name (“Secretaries”, “FAC-STAFF” or one for any other High Level Sender) of your new folder in the blank box that will show at the bottom of your folder tree.

Assigning Senders to Folders

This step will allow you to assign specific Senders to your newly created folders.

1. Highlight an email message which you want to assign to an incoming folder (i.e. Fac-Staff emails, etc.). Right Click the mouse. Choose Create Rule.
2. Give a name to the rule> choose parameter “It was sent to” etc. > choose action “Move the message to folder..”

3. Choose “Select one..” to navigate to the folder to which you would like email to move to upon receipt. You may also create a new folder from this screen. Click “Ok” and then “Save” on the next screen.

4. I would then suggest adding your new folder to favorites by right clicking on the folder and choosing “add to favorites”. This will assure it is easily accessible and not overlooked for new messages and will appear at the top of your folder tree.

5. Editing: Go to the Settings Menu. From there choose options and then organize email.