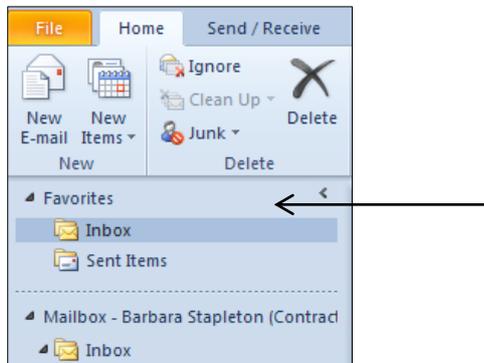


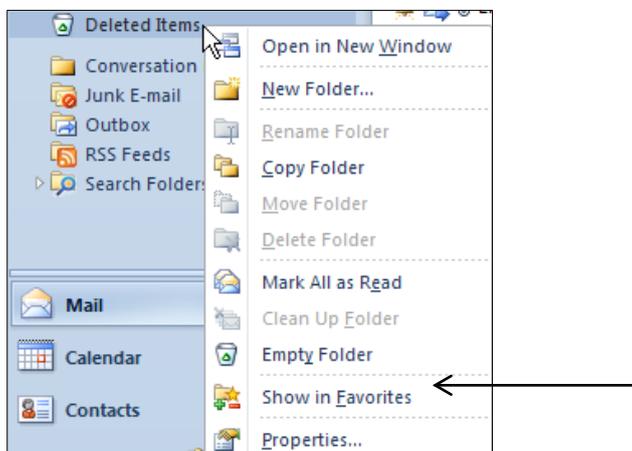
Microsoft Outlook (2007/2010) Favorites

At the top left of your Outlook Mailbox list there is a section headed **Favorites**. A little known function is that you can add Mail folders to this area so they are easily accessible. This saves you having to scan down the Mailbox Navigation Pane to find a folder you use frequently. Adding a Folder to Favourites does not remove it from the Mailbox list.

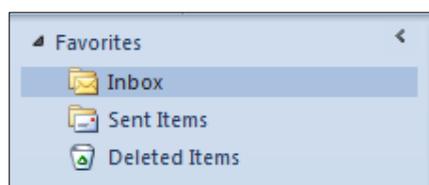


Adding a Folder to Favorites

1. Find the Folder you wish to add to Favourites.
2. Right click on the Folder name.
3. Click on **Show in Favorites** from the menu.



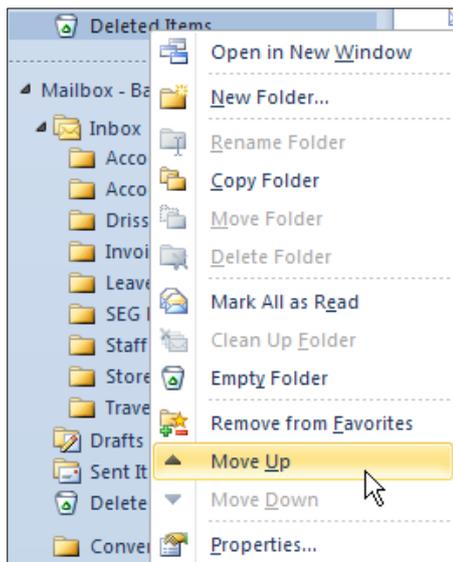
4. The selected item now shows in Favorites above your Mailbox, at the bottom of the list of favourites.



Moving a Folder in Favorites

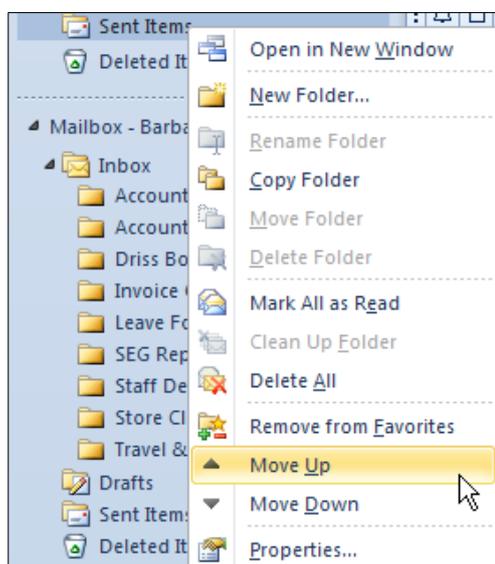
You may wish to rearrange the sequence that Folders display in Favorites in order to display the folders in a way that better suits the way you work. To move a Folder you take the following steps:-

1. Right click on the **Folder** you wish to move.
2. Click on **Move Up** in the Menu.



3. The folder is moved up one step in your list of Favorites.
4. Repeat steps 1 and 2 if you wish to move up the Folder further.

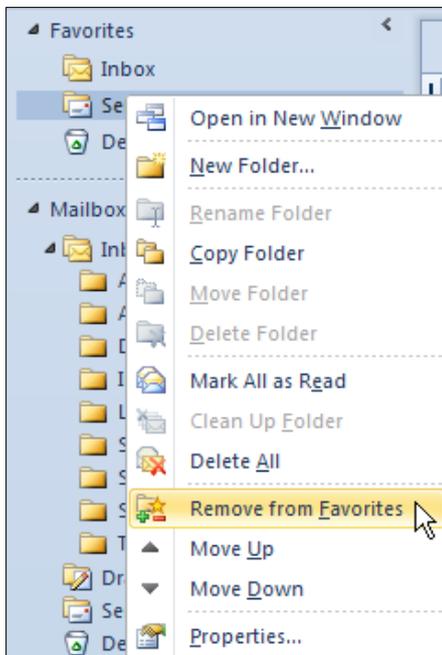
Note: If you right click on a Folder in the middle of the Favorites list, you get the option to either **Move Up** or **Move Down**.



Removing a Folder from Favorites

If a Folder you have added to Favorites is no longer required in the list, it is easy to remove it from the list. To remove a Folder from Favorites you take the following steps:-

1. Right click on the **Folder** to be removed.
2. Click on **Remove** from Favorites from the menu.



3. The folder is removed from Favorites, but remains available in your Mailbox list.