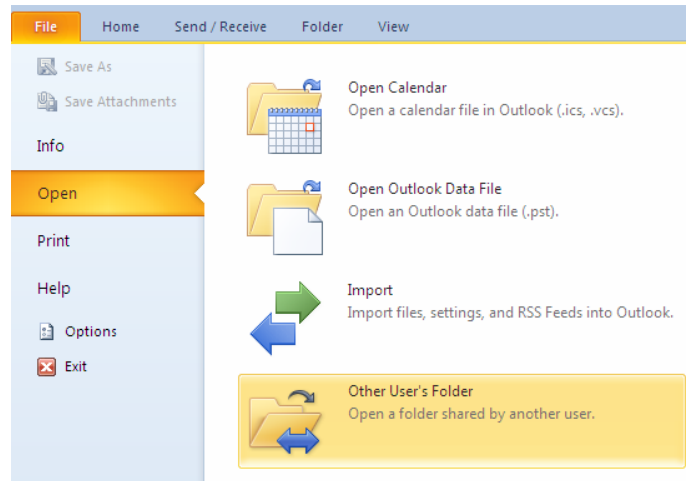


Open or Close another Person's Folder or Delete a Folder

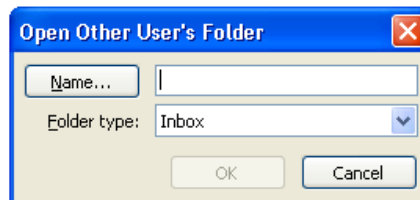
Open another person's folder

This feature requires you to be using a Microsoft Exchange Server e-mail account.

1. On the File menu, point to Open, and then click Other User's Folder.



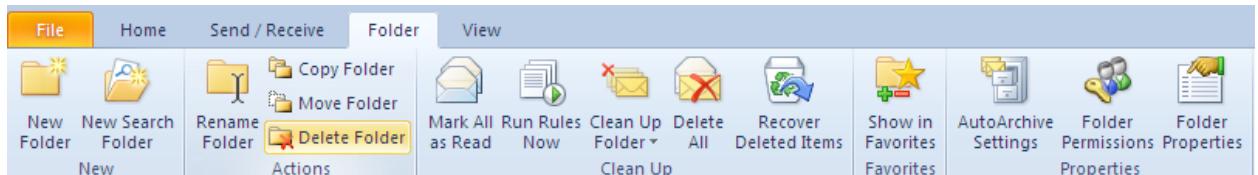
2. In the Name box, type the name of the person who granted you sharing or delegate access permission, or click Name to select from a list.



3. In the Folder type list, select the folder you want to open. Note: If you have author or editor permission, any items you create while the shared folder is active are stored in the other person's folder.

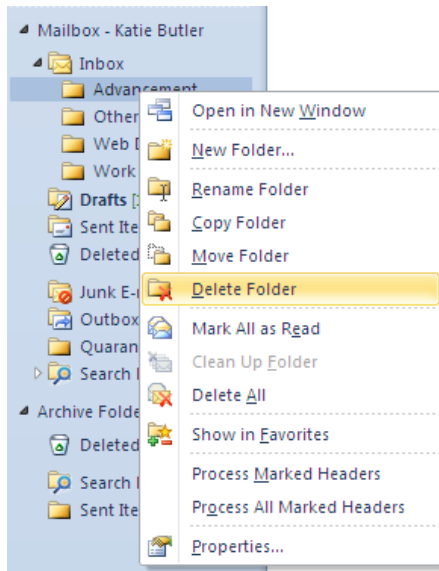
Delete a folder

1. In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder) select the folder you wish to delete. Click Delete Folder in the Folder tab.



OR

2. In the Navigation Pane right-click the folder you want to delete. Select “Delete Folder”.



Notes

If you have Personal Folders, you can remove the folders from the Folder List. Removing the folder doesn't delete the data file, which remains on your computer's hard disk.

When you delete a Search Folder, only the folder is deleted. Search Folders are virtual folders that contain views of all items. Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents) meeting certain search criteria. The items shown in the deleted Search Folder remain in their original folders.