



Advanced IT Services



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INBOX MOVE

FOLDERS

HERE TO HELP

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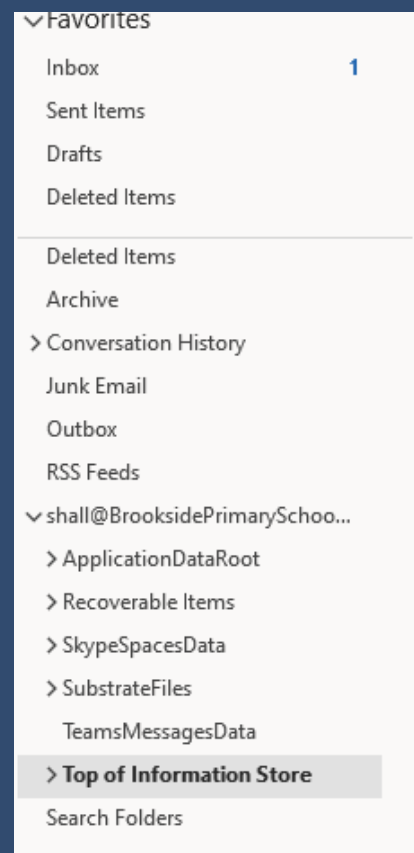
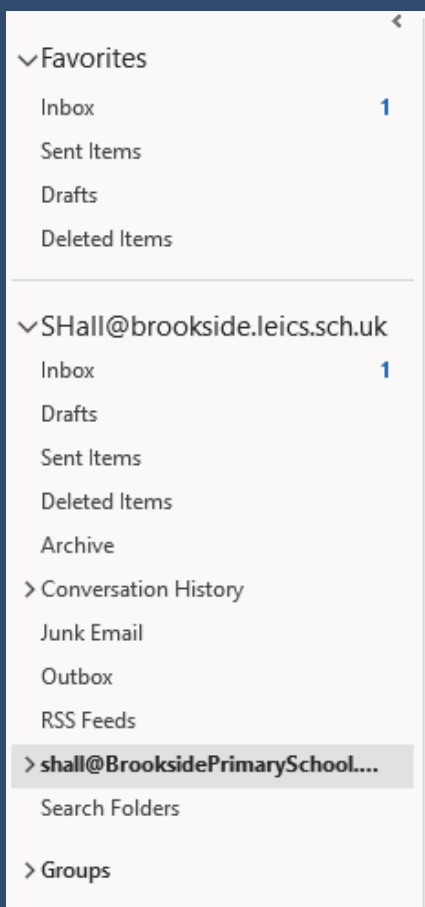
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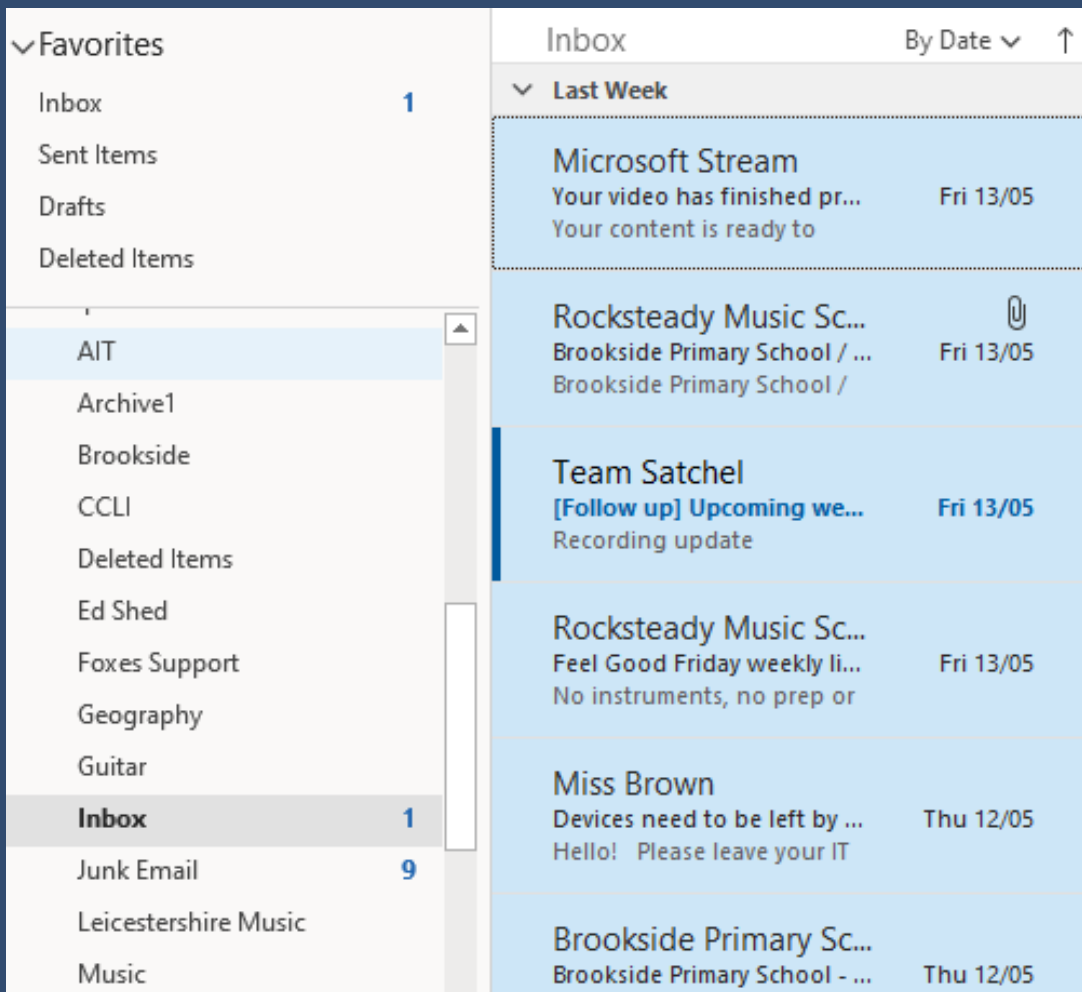
YOUR GUIDE

This guide details how you can move folder in Outlook. Please ensure you follow each of the steps directly.

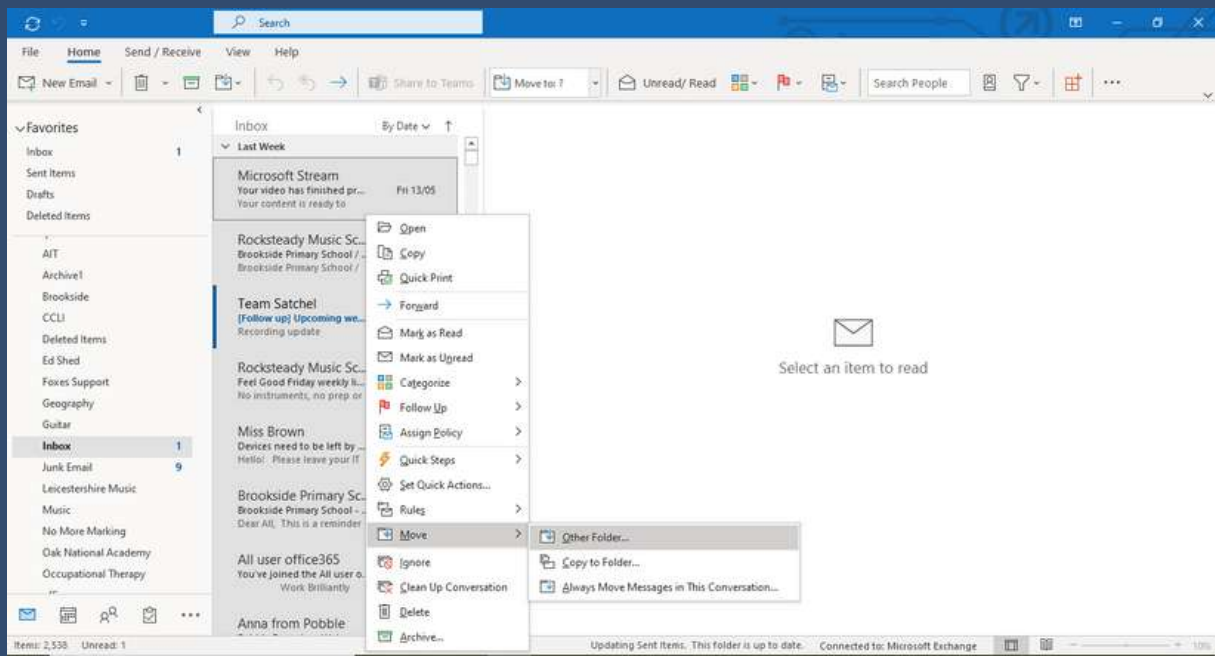


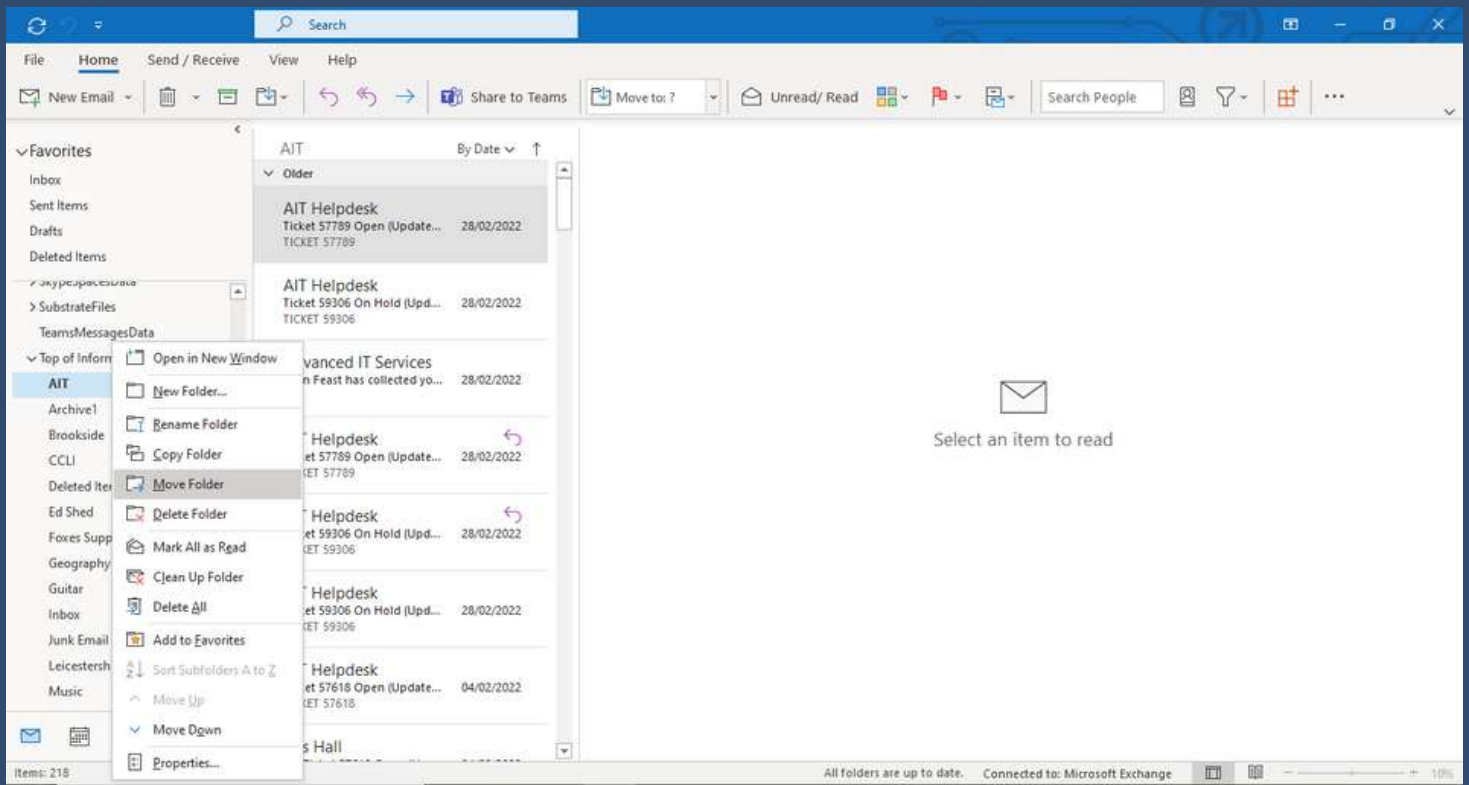
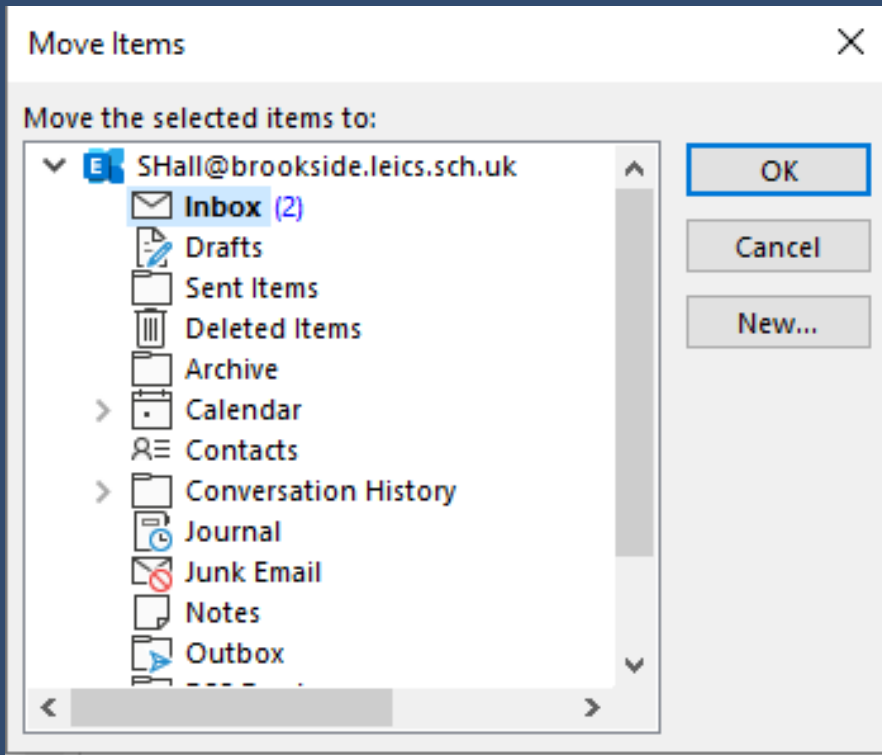
1. Open Outlook. Expand the imported folder structure by clicking the down arrow, Click on the folder you wish to move and drag up to the new inbox.



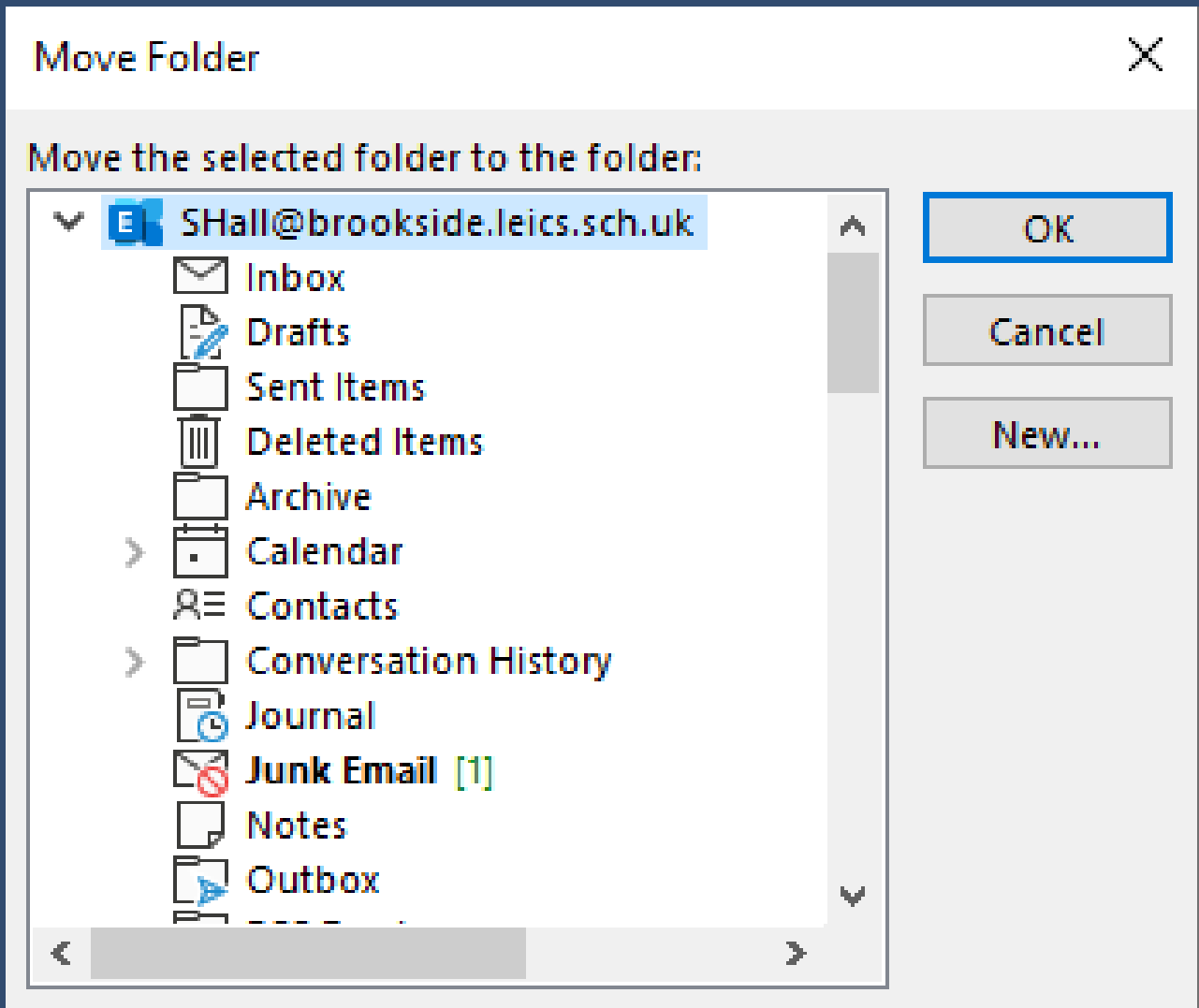


2.To move the content of the old Inbox, highlight all items (right click and move to other folder)





3. Once you've moved the emails, click OK. This will complete the process.





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