

Manage contacts folder

1. Click [Contacts] \rightarrow [Manage Contacts Folders].

Outlook	Find	Someone	ntacts 🗸 🔎		<u>[]]</u>	Doptions
🚖 Mail	8	New Contact 📔 🎦 M	ove 🗙 Delete 📇 🏹			
Calendar		File as 🔺	E-Mail	Phone	Title	C
Contacts		A	b0900001@ntu.edu.tw			
		В	b0900002@ntu.edu.tw			
Sea Contacts		С	b0900003@ntu.edu.tw			
💵 test folder 🚽		D	b09000004@ntu.edu.tw			
Manage Contacts Folders		E	b09000005@ntu.edu.tw			
u ,		F	b0900006@ntu.edu.tw			
		G	b09000007@ntu.edu.tw			

2. You can create, rename, or delete contact folders in here.

Outlook	Find Someone Address Book Image: Point Sign out
🚖 Mail	Close
Calendar	Create New Centert Felder
Contacts	
Contacts	Folder name: Create
Manage Contacts Folders	Rename Contact Folder
	Current name: Choose contact folder to rename New name: Rename
	Delete Folder
	To delete a folder, select a folder below, and then click Delete. All contents of the folder, including sub- folders, will be placed in the Deleted Items folder. If you delete a folder from the Deleted Items folder, all contents of the folder, including sub-folders, will be permanently deleted.
	Folder name: Choose folder to delete V Delete



Create new contact folder :

1. Enter the folder name, click [Create].

Create New Contact Folder				
Create folder in:	Sector Contacts	L F		
Folder name:	example folder		Create	

2. The folder was created successfully, and message will be displayed.

Outlook	Find Someone Address Book
🚖 Mail	Close
Calendar	Folder example folder was created successfully.
Contacts	Create New Contact Folder
Contacts ist test folder ist example folder	Create folder in: S Contacts Folder name: Create

Rename contact folder :

1. Select the folder, enter the [New name], click [Rename].

Rename Contact Folder					
Current name:	example folder	~			
New name:	rename folder		Rename		

2. The folder was renamed successfully, and message will be displayed.

Outlook	Find Someone Address Book V	
🚖 Mail	Close	
Calendar	The folder was successfully renamed to rename folder.	
Set Contacts Set test folder Set rename folder	Create New Contact Folder Create folder in: See Contacts Folder name: Create	
Manage Contacts Folders	Rename Contact Folder	
	Current name: Choose contact folder to rename New name: Rename	



Delete contacts folder :

1. Select contacts folder you want delete.

Outlook	Find Someone	Address Book	Doptions ?
🗟 Mail	Close	Choose folder to delete	
Calendar	Create New Contact	Archive Calendar 1. Birthdavs	
Contacts	Create folder in:	Contacts . example folder	
Contacts test folder	Folder name:	Deleted Items	Create
s example folder	Rename Contact Fold		
Manage Contacts Folders	Current name: New name:		Rename
	Delete Folder	Drafts	
	To delete a folder, s folders, will be plac contents of the fold	Inbox Internal message Journal Junk Email	All contents of the folder, including a folder from the Deleted Items fc ly deleted.
	Folder name:	Notes Choose folder to delete V	Delete

2. Click 【Delete】.

Delete Folder		
To delete a folder, folders, will be pla contents of the fol	select a folder below, and then click Delete. All contents of the folder, including sub- ed in the Deleted Items folder. If you delete a folder from the Deleted Items folder, all der, including sub-folders, will be permanently deleted.	
Folder name:	. example folder Delete	

3. The folder was deleted successfully, and message will be displayed.

Outlook	Find Someone Address Book	🚺 📑 Options
🚖 Mail	Close	
Calendar	The folder was successfully deleted.	
Contacts	Create New Contact Folder	
Contacts set test folder	Create folder in: See Contacts Folder name:	Create
Manage Contacts Folders		