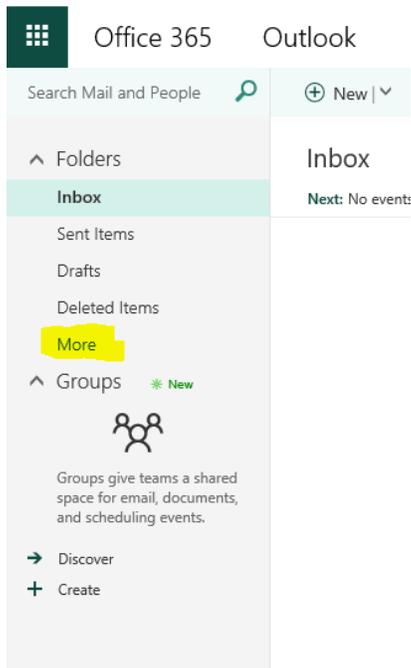


Q: Where are my email folders

When you first log into Office 365's email app "Outlook on the Web" you will find that your email folders are hidden. You will need to click in two locations to see any folders that were exported over to 365.

1. From the Office 365 email menu start by clicking on "More" in the folder section



- 2.
3. Clicking on the More option will expand the folders section and will include displaying a down arrow next to the inbox. Click on this arrow and it should expand the folder view to show all your available folders.

