

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. On the **Go** menu, click **Folder List** (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List.).
2. In the **Folder List**, 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.), right-click the folder you want to delete.
3. On the shortcut menu, click **Delete folder name**.

Notes

The default **Personal Folders file (.pst)** (Personal Folders file (.pst): Data file that stores your messages and other items on your computer. You can assign a .pst file to be the default delivery location for e-mail messages. You can use a .pst to organize and back up items for safekeeping.), which is set as the default folder for receiving new messages, cannot be deleted. If you have duplicate Personal Folders, you can remove the duplicate folders from the Folder List. Removing the duplicate 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** (item: An item is the basic element that holds information in Outlook (similar to a file in other programs). 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.