

File Home Send / Receive Folder View Help Tell me what you want to do

New



New

New Items ▾



New Slideshow



Go



Day



Work



Week

Week

Month

Manage
Calendars ▾

Search People

Address Book

Find



New

April 2019						
MO	TU	WE	TH	FR	SA	SU
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

▶ ☒ My Calendars☐ Other Calendars▶ ☐ Shared Calendars

Create New Folder



Name:

Vacation

Folder contains:

Calendar Items

Select where to place the folder:

- Inbox** (7)
- Drafts** [3]
- Sent Items
- Deleted Items** (3)
- Archive
- Calendar**
- > Contacts
- > Conversation History
- Journal
- Junk Email** [2]
- Notes

OK

Cancel

4

