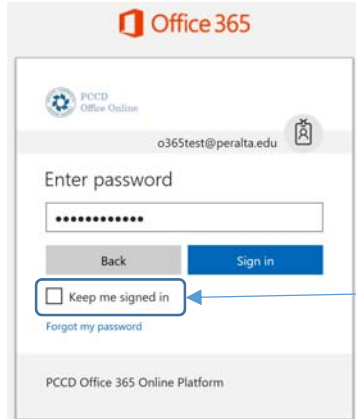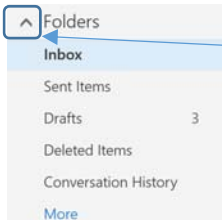# How To: Show all Mailbox Folders (Outlook on the Web)

1. Sign in to your mailbox using your email address and password:
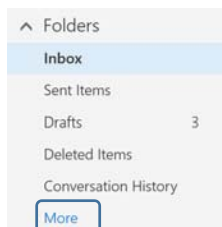


Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

2. Once logged in, your mailbox folders will appear on the left-hand side. This is called the 'Summary' or 'Favorites' view of your folders, since all you are seeing are the folders in your mailbox currently marked as 'Favorites' (the default 'Favorites' are shown here):



Note: click this arrow to expand the list of folders under the 'Folders' heading if you don't see anything.

3. If you would like to view the <u>entire</u> list of folders in your mailbox click the 'More' link at the bottom of the list:
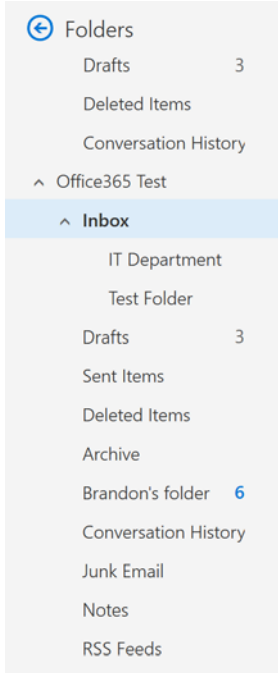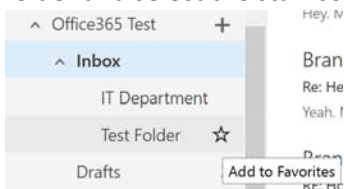


*Continued…*

4. Once you click the 'More' link, your folder list will be displayed. This is called the 'Expanded' view of folders, and you can see all folders in the mailbox instead of just the 'Favorites':



5. If you would like to add a frequently-accessed folder to the 'Favorites' list, simply hover over the folder and select the star icon to mark it as a favorite folder:



6. To return to the standard folder view (go back), simply click the back arrow at the top of the list: