

Placing Inbox Mail in Folders

August 31, 2010

Open the Inbox

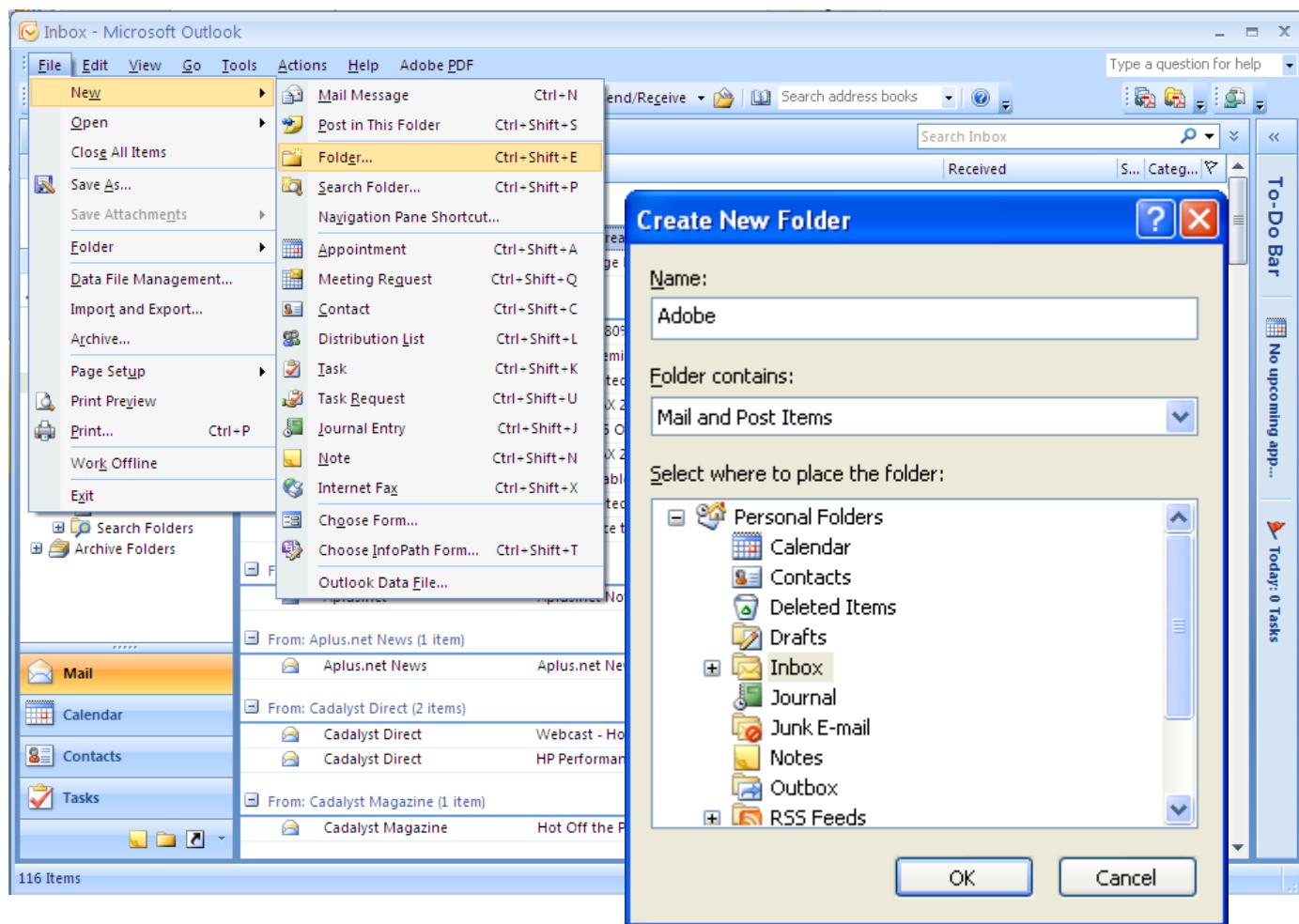
Our inbox can become very filled with e-mails, so we will create folders to organize our messages by subject.

The screenshot shows the Microsoft Outlook interface with the 'Inbox' selected in the navigation pane. The main pane displays a list of 116 messages. The messages are categorized by sender, with the largest number coming from 'Adobe Systems Incorporated' (9 items), followed by 'Aplus.net' (2 items), 'Cadalyst Direct' (2 items), and 'Aplus.net News' (1 item). Other senders include 'Siemens', 'Student', 'Junk E-mail', 'Outbox', 'RSS Feeds', 'Sent Items', and 'Search Folders'. The messages cover various topics such as newsletters, promotions, and educational events. The 'To-Do Bar' on the right shows 'Today: 0 Tasks'.

From	Subject	Date	Actions
From: Adobe Edge Newsletter (2 items)			
Adobe Edge Newsletter	Learn to Create Apps for Android	Tue 8/24/2010 4:52 PM	...
Adobe Edge Newsletter	Adobe Edge Newsletter - June 2010	Thu 6/24/2010 3:43 PM	...
From: Adobe Systems Incorporated (9 items)			
Adobe Systems Incorporated	Get up to 80% off on Adobe CS5 - plus free shipping	Tue 8/17/2010 11:42 AM	...
Adobe Systems Incorporated	Adobe eSeminar: Digital media in higher education	Wed 8/11/2010 2:00 PM	...
Adobe Systems Incorporated	You're Invited: August Education Events	Tue 8/3/2010 1:15 PM	4...
Adobe Systems Incorporated	Adobe MAX 2010 - Sessions filling fast	Tue 7/27/2010 3:39 PM	3...
Adobe Systems Incorporated	Adobe CS5 OnDemand eSeminar: Case Western Reserve	Tue 7/20/2010 1:28 PM	2...
Adobe Systems Incorporated	Adobe MAX 2010 - Registration now open	Tue 6/22/2010 5:48 PM	3...
Adobe Systems Incorporated	Now available: Adobe CS5 for higher education	Thu 6/3/2010 1:05 PM	2...
Adobe Systems Incorporated	You're Invited: June Education Events	Sat 5/29/2010 3:11 PM	5...
Adobe Systems Incorporated	Last Chance to Enter Adobe Design Achievement Awards	Thu 5/27/2010 7:57 PM	2...
From: Aplus.net (1 item)			
Aplus.net	Aplus.net Notice Maint... From: Aplus.net (1 item)	Fri 6/4/2010 3:02 PM	1...
From: Aplus.net News (1 item)			
Aplus.net News	Aplus.net Newsletter June 2010	Thu 6/3/2010 5:03 PM	3...
From: Cadalyst Direct (2 items)			
Cadalyst Direct	Webcast - How Portable 3D Laser Scanners Change the Ga...	Wed 7/28/2010 12:59 PM	1...
Cadalyst Direct	HP Performance Series Monitors : Professional quality, asto...	Tue 7/20/2010 1:10 PM	4...
From: Cadalyst Magazine (1 item)			
Cadalyst Magazine	Hot Off the Press: Cadalyst Magazine Summer 2010 Edition	Wed 7/21/2010 1:55 PM	2...

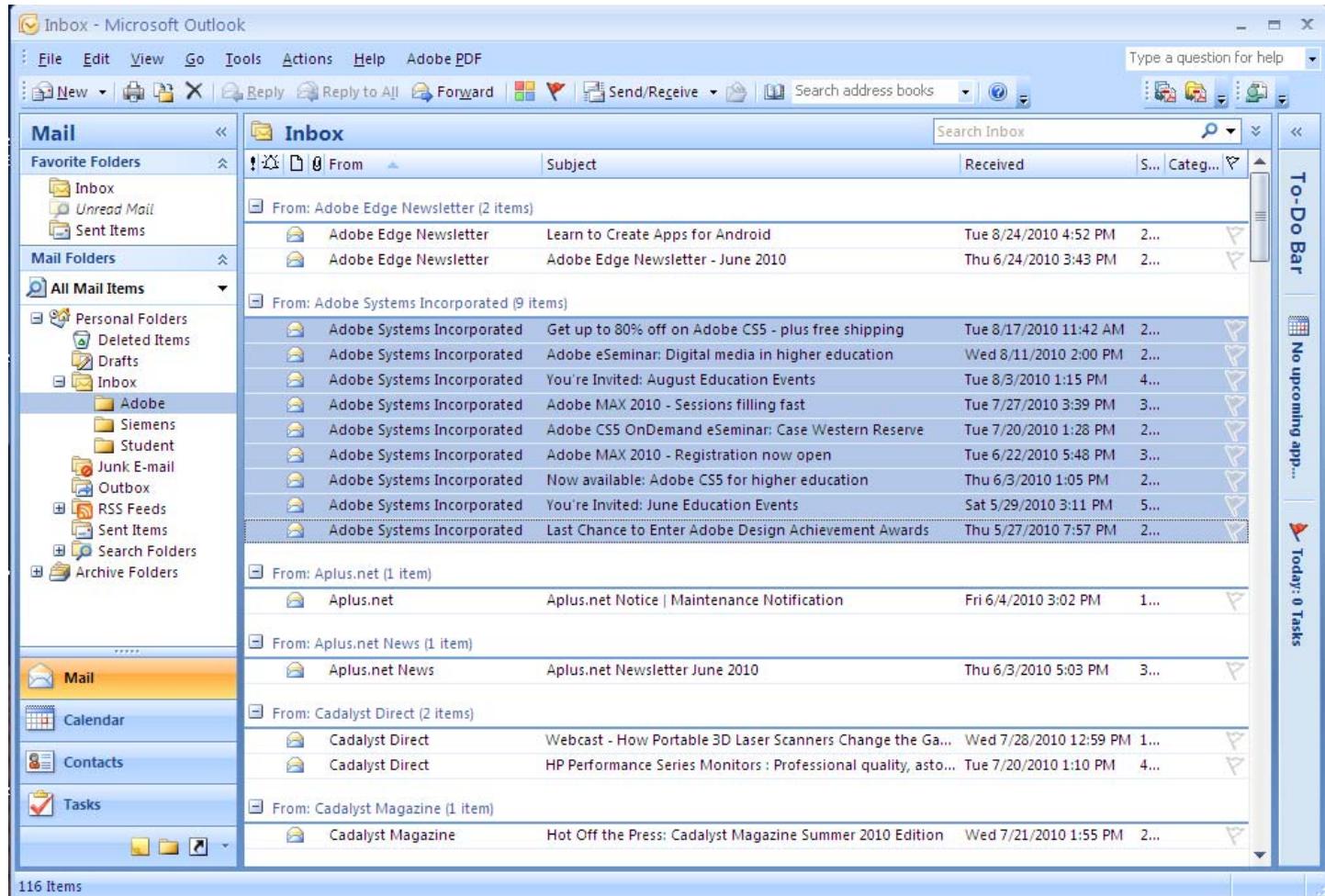
Making a Folder in the Inbox

With the inbox open, we select File on the Menu bar, New and Folder. The Create New Folder window will appear. We type Adobe for our new folder name and keep the container type for mail and post items. We choose the OK button.



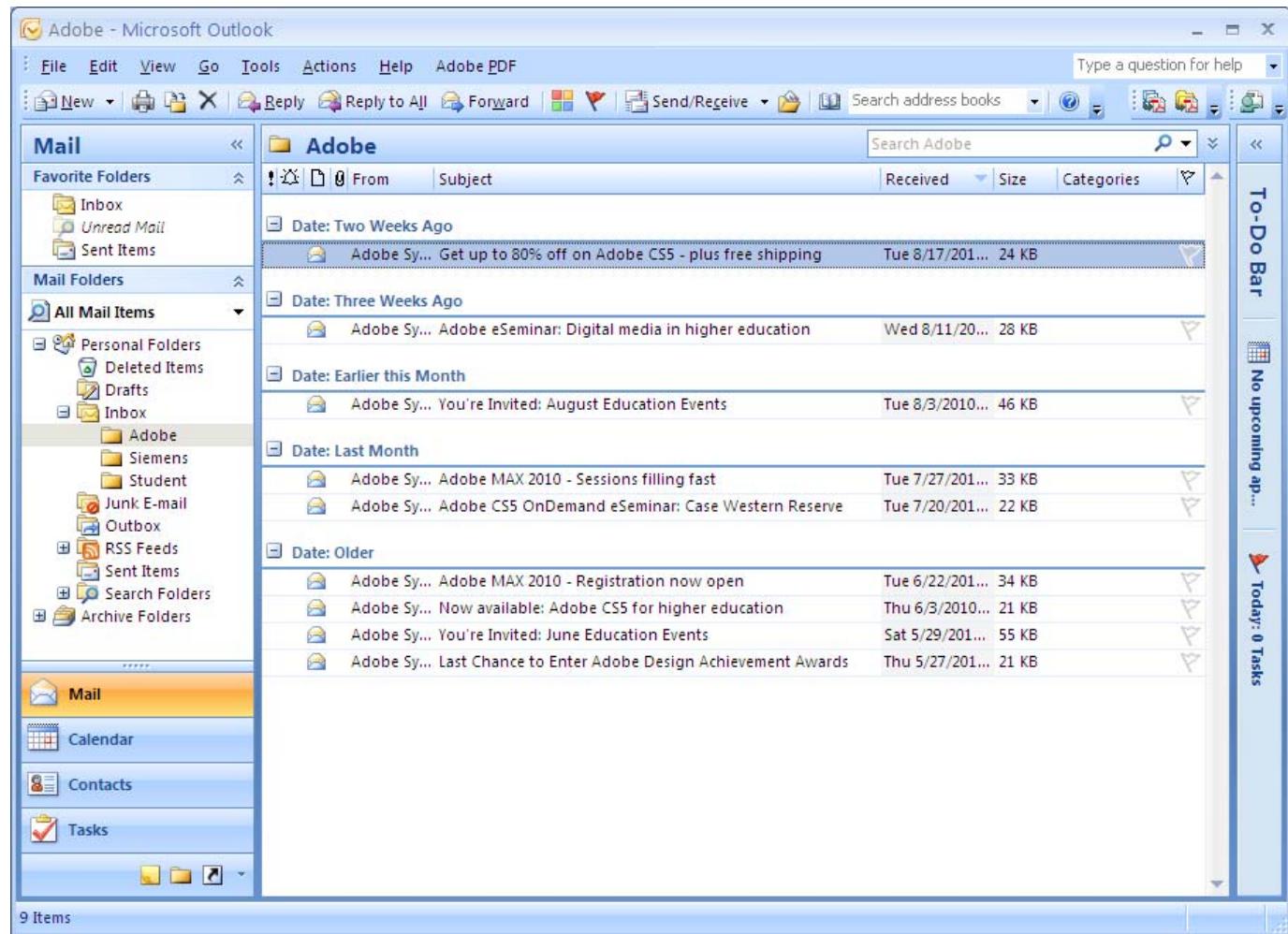
Move the Emails to the New Folder

Double click on the heading called From and the emails will categorize from the sender instead of by date. Left click in the blue area and drag the mail to the Adobe folder. Let up the left mouse button and email messages will move to the Adobe folder.



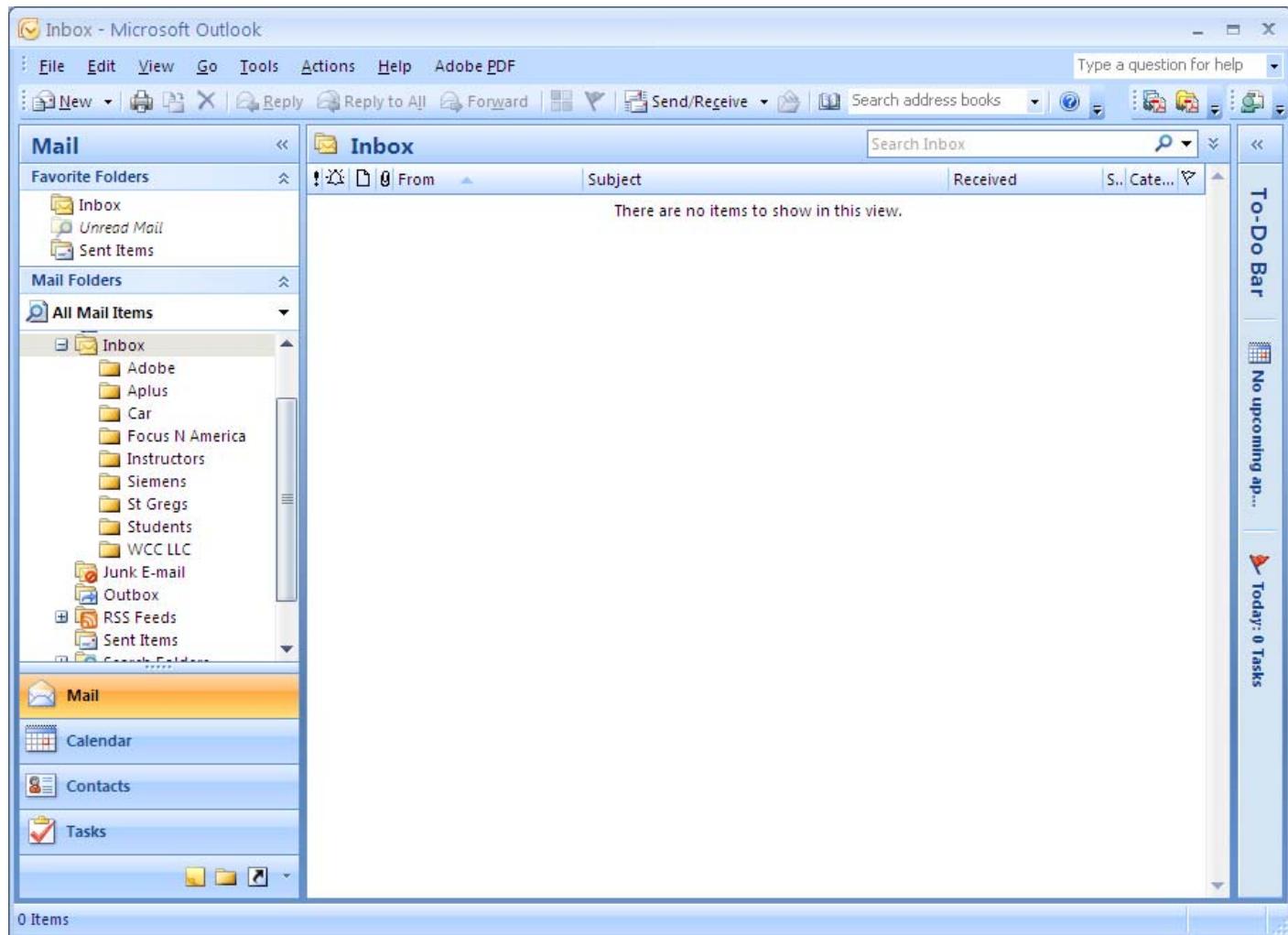
Viewing the Contents of the New Folder

We can click on the Adobe folder under the Inbox and see all of our email messages from that organization.



Folders for All Messages

We can organize all the mail messages in the Inbox, so we can locate our mail quickly.



Exercise

Create logical folders that will organize your emails. For LAN Managers, we could have emails by project name, LANs that we are responsible for maintaining, for customers, vendors, and internal corporation messages.

