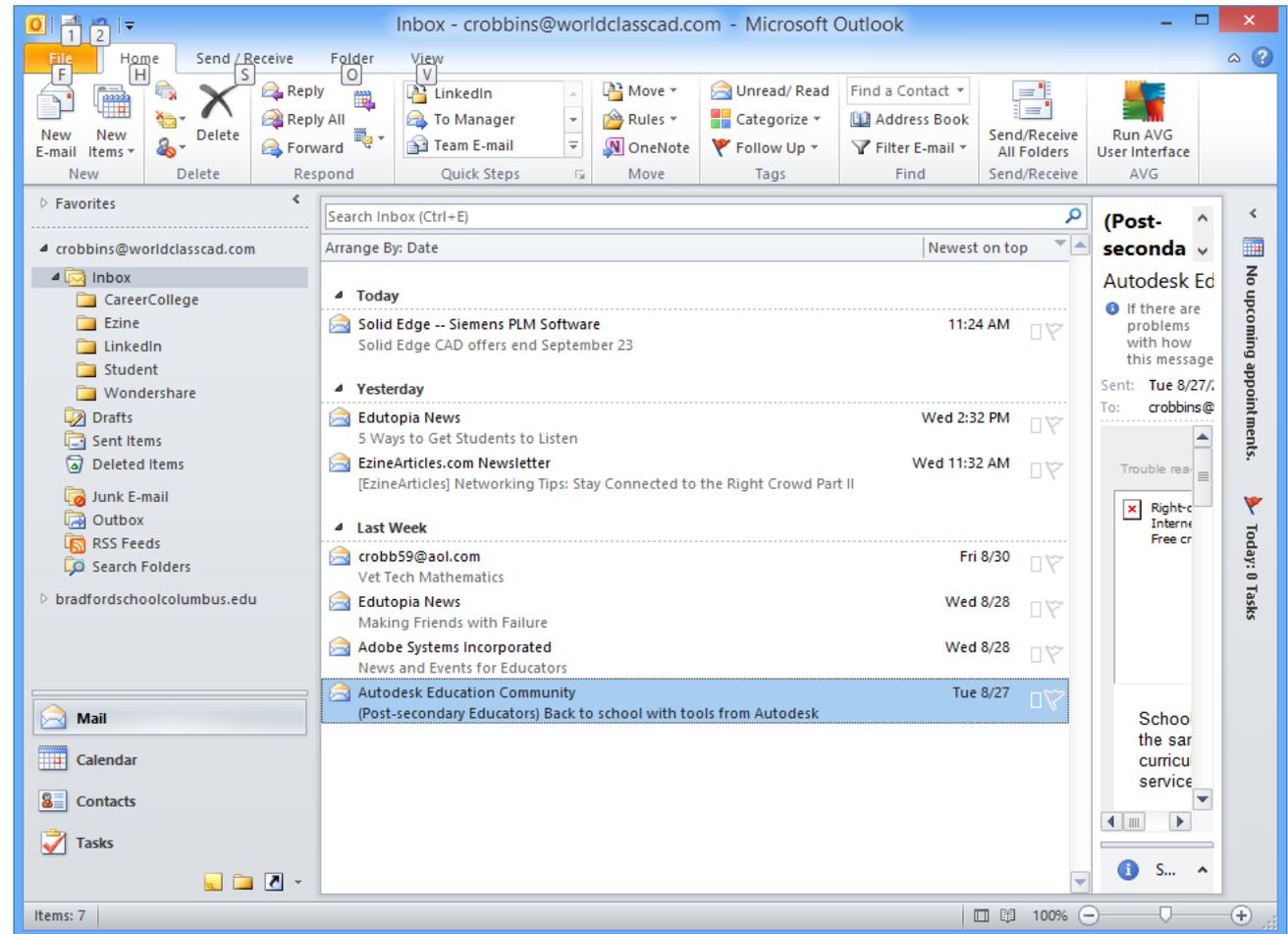


Placing Inbox Mail in Folders

September 5, 2013

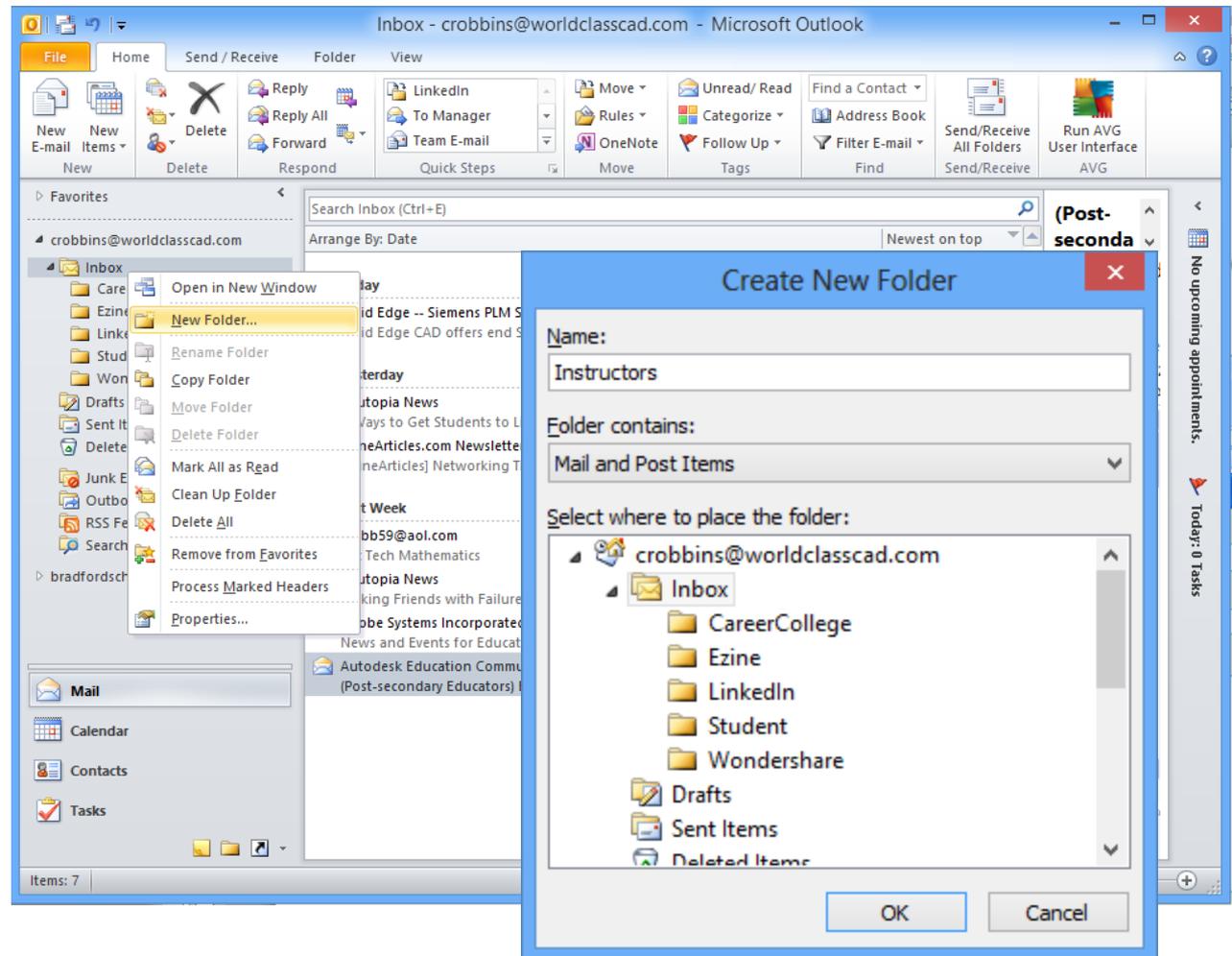
Open the Inbox

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



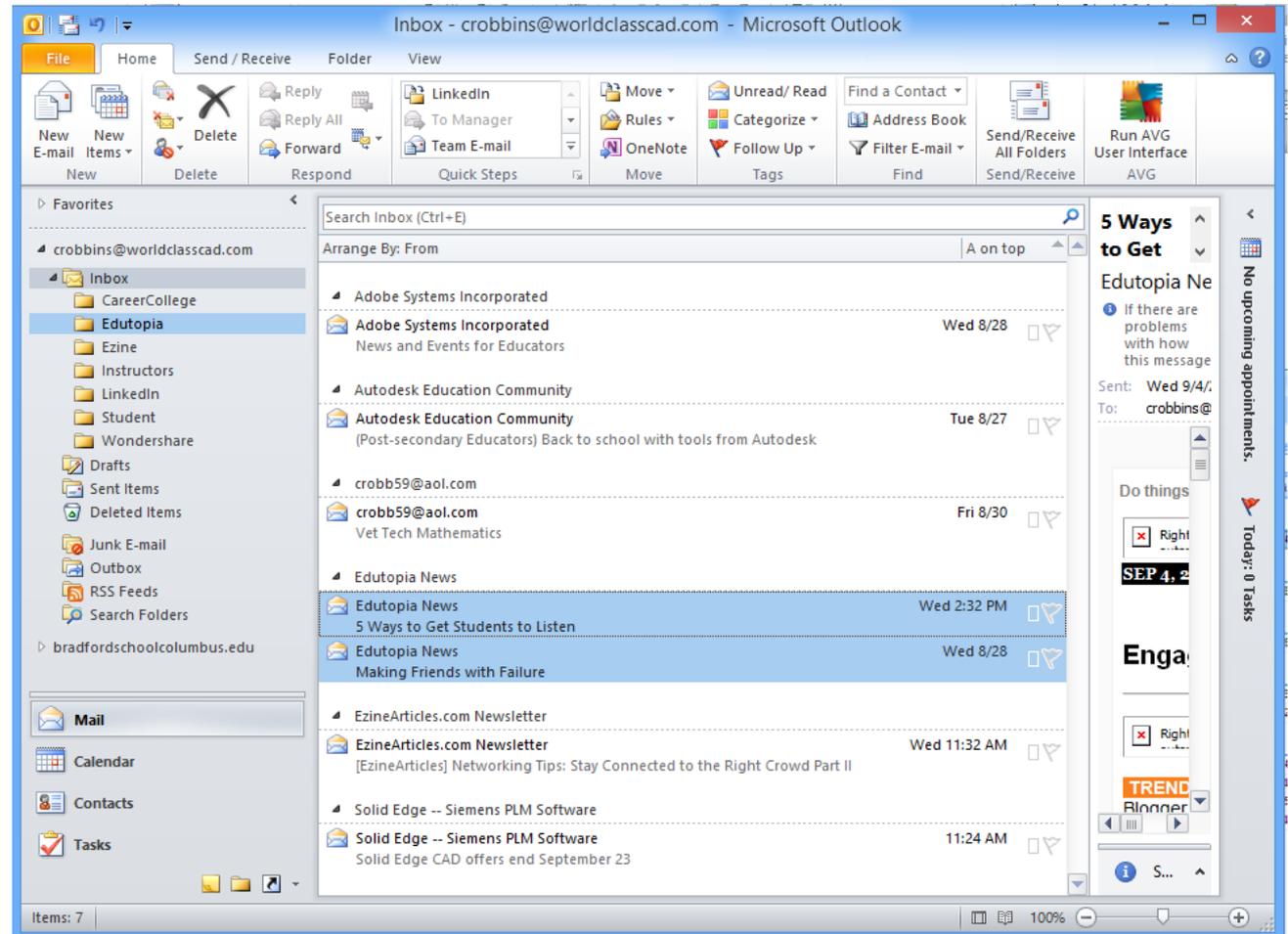
Making a Folder in the Inbox

With the Outlook inbox open, we right click on the Inbox and then New Folder on the popup menu. The Create New Folder window will appear. We type the new folder's name such as Instructors and keep the container type for mail and post items. We choose the OK button.



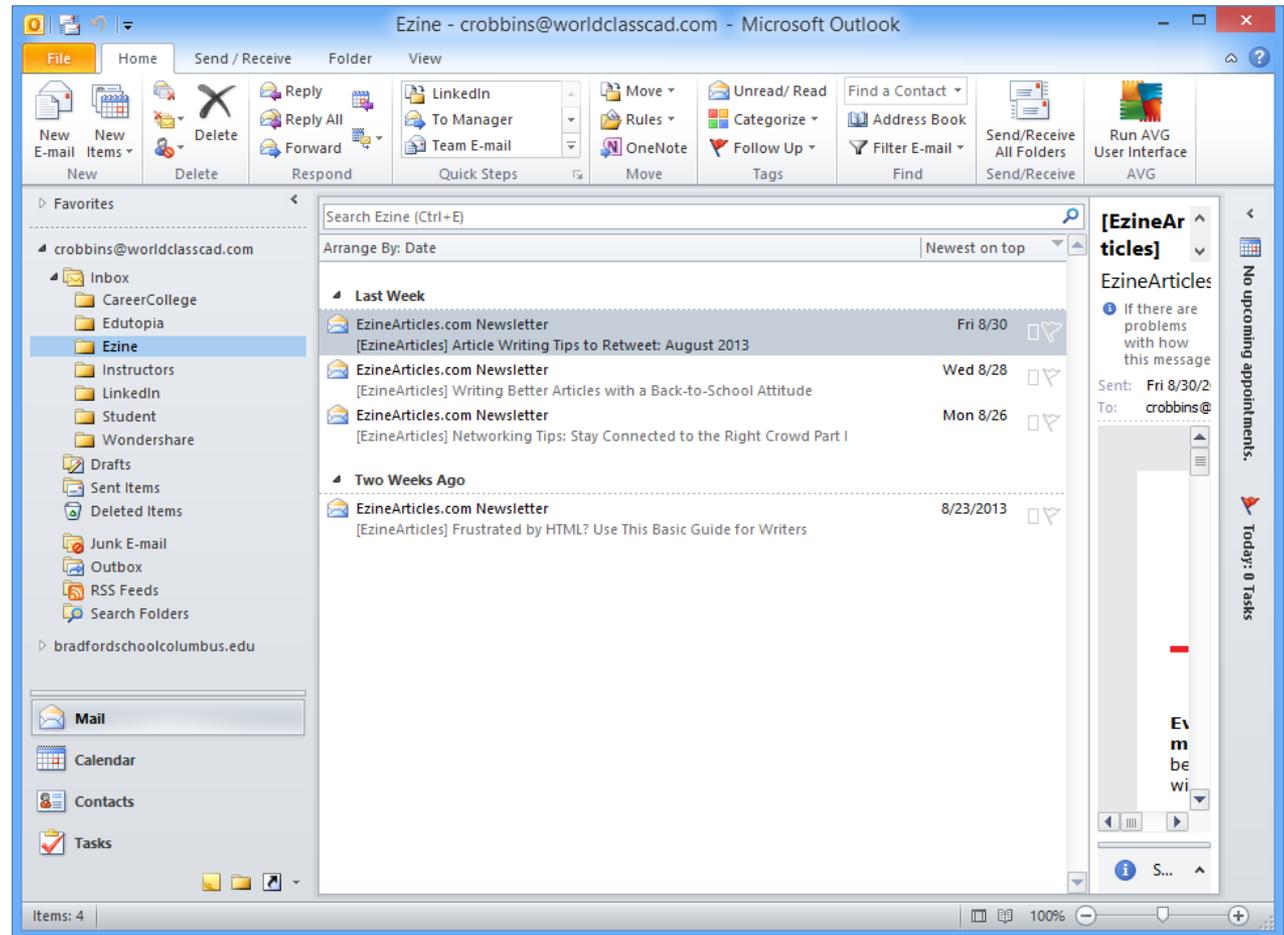
Move the Emails to the New Folder

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.



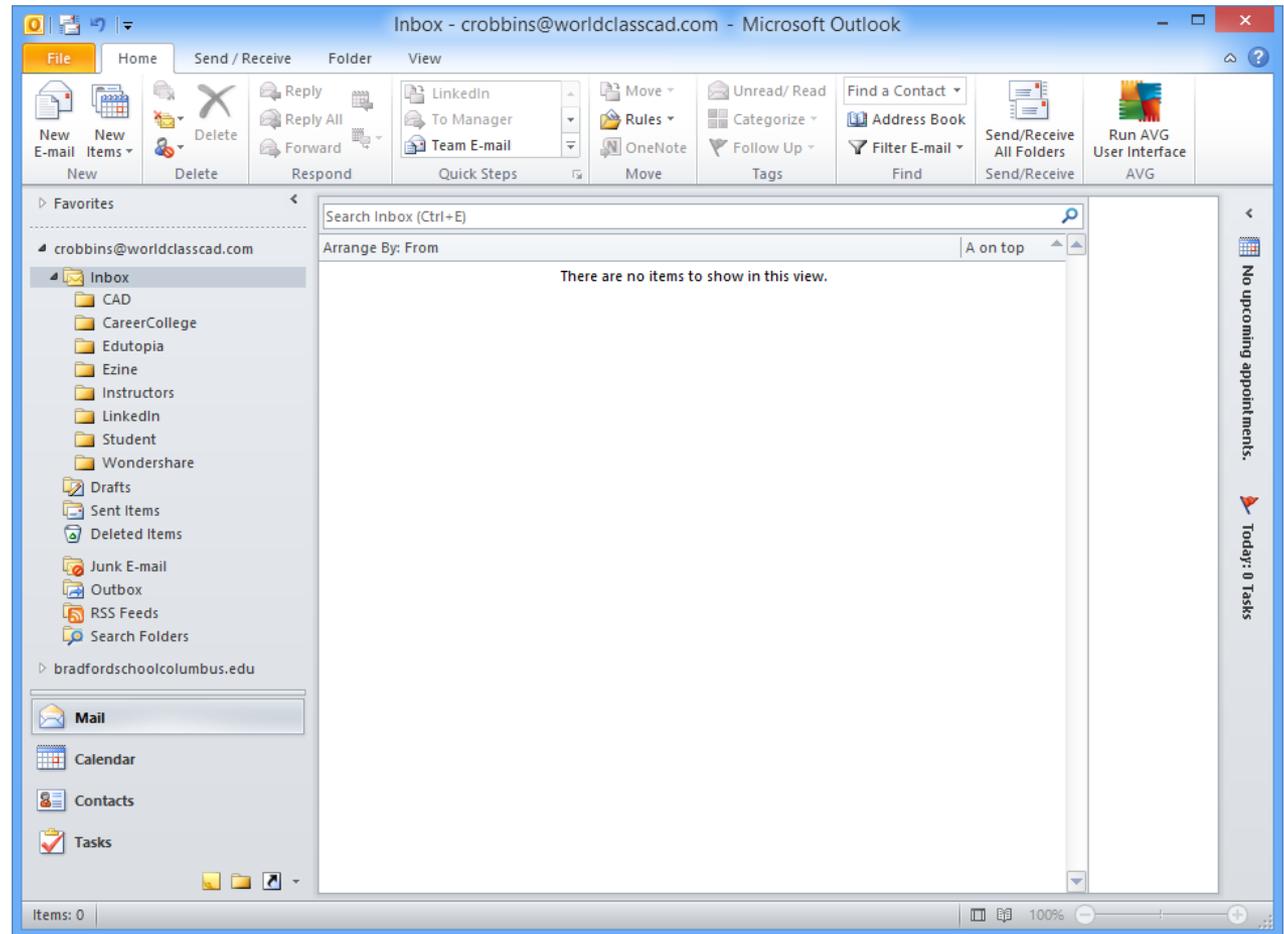
Viewing the Contents of the New Folder

We can then click on each particular 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.

