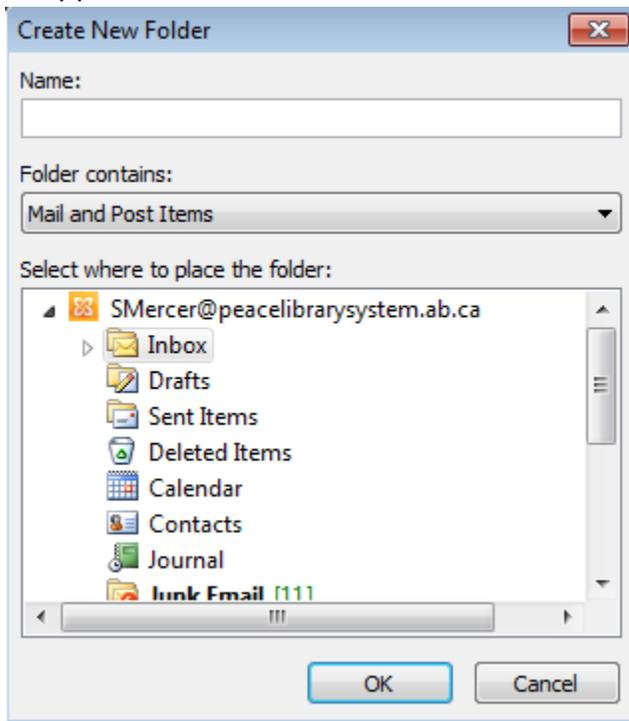


Outlook: Folders & Organizing

To create a new folder:

1. Right click on your inbox
2. From the menu that will appear, select “New Folder”
3. A pop-up window will appear where you will name that folder. Select that you want this folder to appear under “Inbox”



4. Select “OK” and the folder should then appear when you select the arrow beside “Inbox”

To rename a folder:

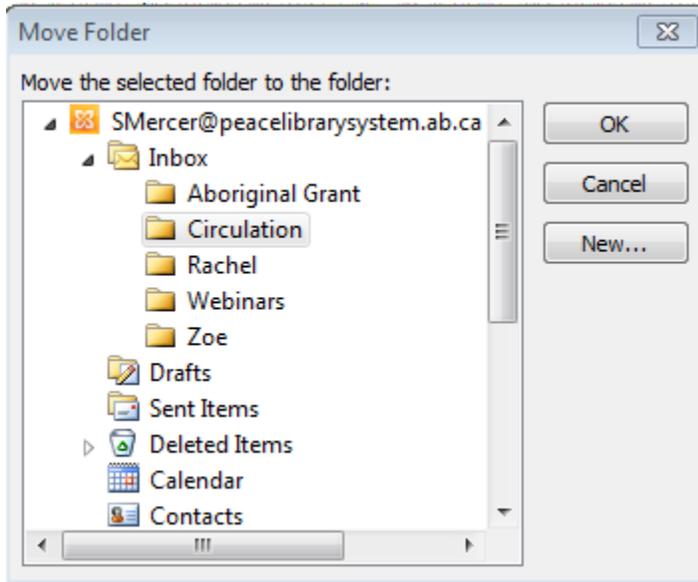
1. Right click on the folder
2. Select “Rename” and the folder’s name will highlight
3. Type in your new name and hit “Enter” on your keyboard

To delete a folder:

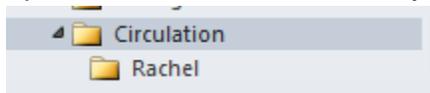
1. Right click on the folder
2. Select “Delete”
3. A pop-up window will ask for confirmation. Select “Yes” and the folder will disappear

To move a folder:

1. Right click on the folder
2. Select "Move Folder"
3. A pop-up window will ask you where you want to move it. You can move it under Inbox or under another folder. For example: You can have a folder called "Circulation" and another folder called "Rachel." If Rachel only works circulation you can move the "Rachel" folder to be within "Circulation". Select "Ok"



4. Any folder that has folders within, will have an arrow beside them so you can click the arrow to open the folder and see everything in it.

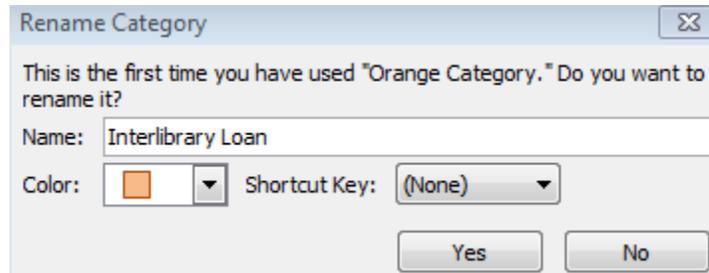


To file an email into a folder:

1. Select the email or emails
2. You can then drag those emails to the left and release them into the correct folder OR
3. You can right click on those emails and select "Move" and select the correct folder OR
4. You can select "Move" from the top toolbar and select the correct folder

To colour categorize emails:

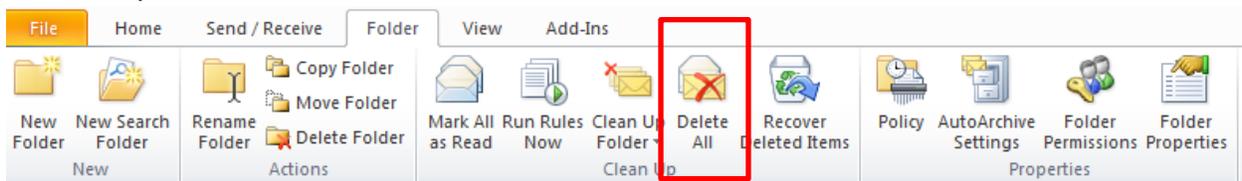
1. Select the email or emails
2. Select “Categorize” from the top toolbar and choose the colour
3. A pop-up window will ask you to identify a colour with something like a person or a place or topic.



4. Select “Yes”
5. When you go to use the same colour, your email will automatically be changed and you will not have to give the colour a name again. The email will have a small block with the assigned colour in your inbox beside the sender name and subject

To empty a folder:

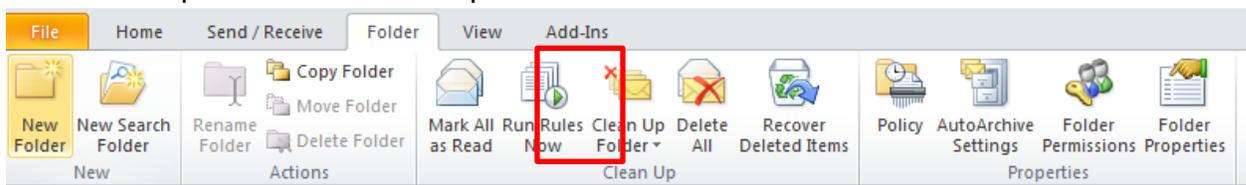
1. Go to the folder you want to delete/empty the emails from
2. On the top toolbar, select the “Folder” tab



3. Select Delete All
4. A pop-up window will ask for you to confirm, select “Yes”

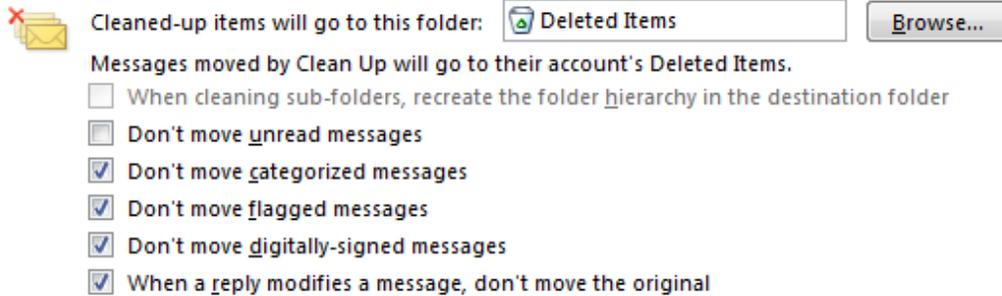
To Clean Up Folders:

1. Go to the folder you want to clean up
2. Select “Clean Up Folder” from the top toolbar



3. Select “Clean up Folder” from the drop down menu. An option will appear “Clean up Folder and subfolders” if you have folders within folders.
4. A pop-up window will appear, select “Settings”
5. Scroll down to “Conversation Clean Up” and make sure you agree with the settings.

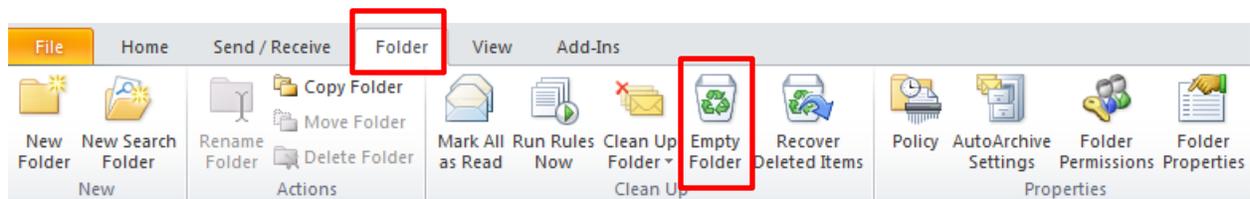
Conversation Clean Up



6. Select "OK"
7. Select "Clean Up Folder"

To empty your trash:

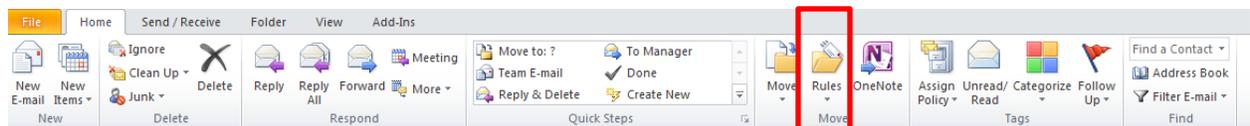
1. Go to "Deleted Items"
2. Select "Folder" from the top toolbar



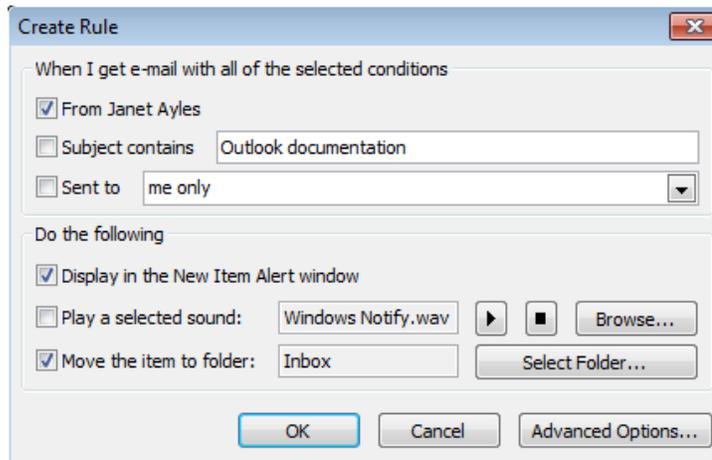
3. Select "Empty Folder"
4. A pop-up window will ask for confirmation, select "Yes"

To create rules:

1. Select "Rules" from the top toolbar

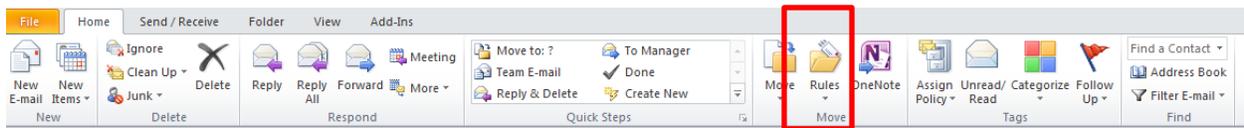


2. Select "Create Rule"
3. Fill out the pop-up window to direct the emails from a specific person or company to a specific folder



4. Select "OK"

1. Select "Rules" from the top toolbar



2. Select "Always Move Messages from:..."

3. Select a folder to direct all emails from a person/group to.