



Microsoft Outlook: Creating and Managing Folders

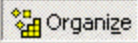
Creating a Folder:

1. On the **File** menu, point to **New**, and then click **Folder**.
2. In the **Name** box, enter a name for the folder.
3. In the **Folder contains** box, click the type of items you want the folder to contain. An item can be an e-mail, appointment, contact, task, etc.
4. In the **Select where to place the folder** list, click the location for the folder.
5. Click **OK**. A prompt will ask you if you want to *Add shortcut to Outlook Bar?* Click yes or no.

Simple Organization with a Folder:

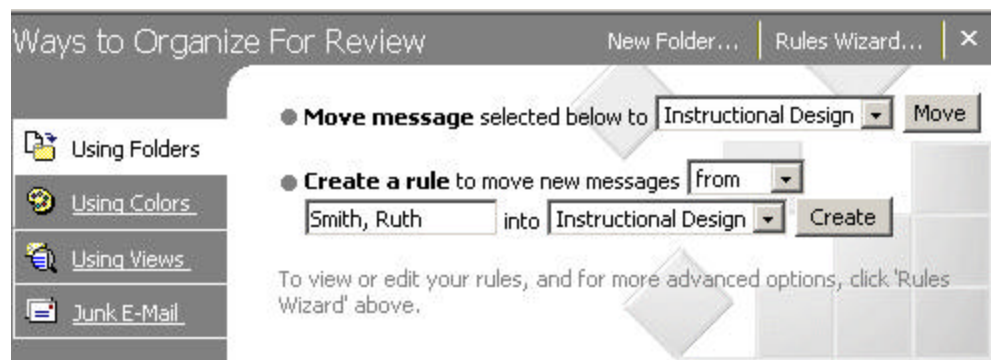
Now you can click and drag messages to the new folder. To select nonadjacent files, click the name of one file. Hold down CTRL and click the name of each additional file. To select adjacent files, click the name of the first file in the sequence. Hold down SHIFT and click the name of the last file.

You can also automatically move messages from someone to a folder.

1. Select a message from the person whose messages you want to automatically move to a folder.
2. Click **Organize** .
3. Click **Using folders**.
4. In the second bulleted item, click the options you want.
5. To move messages to a folder not listed, click **Other Folder** in the **into** box.
6. Click **Create**.

Example:

This is how you can put all the email you receive from me into one convenient location.



Managing Your Inbox with Advanced Rules:

The Rules Wizard help you manage your e-mail messages by automatically performing actions on messages. You define more advanced rules. You can add exceptions to your rules for special circumstances. You can turn on or off the rules you create and change the order in which the rules are applied. You can also run rules manually.

There are three ways to create rules: Create a new rule, Copy a rule and Create a rule based on a message

Create a new rule

1. Click **Inbox**.
2. On the **Tools** menu, click **Rules Wizard**.
3. Click **New**.
4. Follow the instructions in the Rules Wizard.
5. If you want to run a newly created rule on messages already in the Inbox, select the **Run this rule now on messages already in Inbox** check box in the last page of the Rules Wizard.

Copy a rule

1. Click **Inbox**.
2. On the **Tools** menu, click **Rules Wizard**.
3. In the **Apply rules in the following order** list, click the rule you want to copy.
4. Click **Copy**.
5. If necessary, modify the rule in the **Rule description** list.

Create a rule based on a message

1. Open the message you want to base a rule on.
2. On the **Actions** menu, click **Create Rule**.
3. Follow the instructions in the Rules Wizard.

Tip If you want to run a newly created rule on messages in a folder other than the Inbox, click **Rules Wizard** on the **Tools** menu, and then click **Run Now**.