



MAKING A NEW FOLDER

You can create personal (non-system) folders to organize your messages any way you like. You can create an unlimited number of folders and sub folders so Outlook can mimic your personal organization approach.

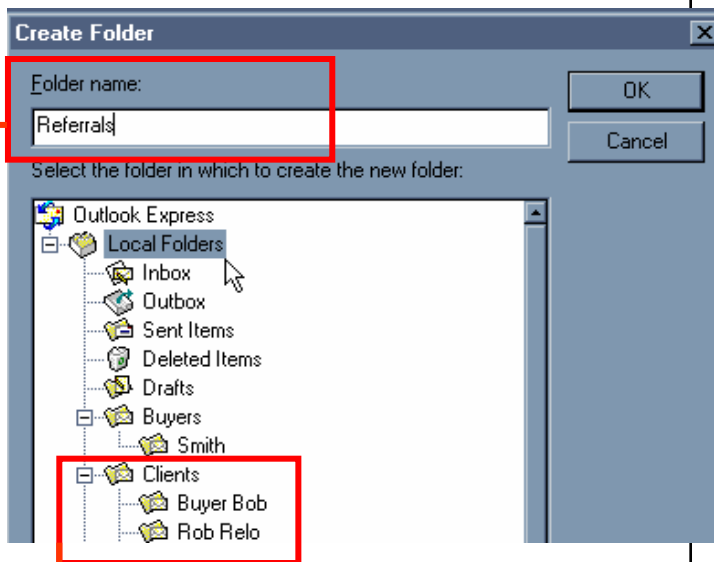
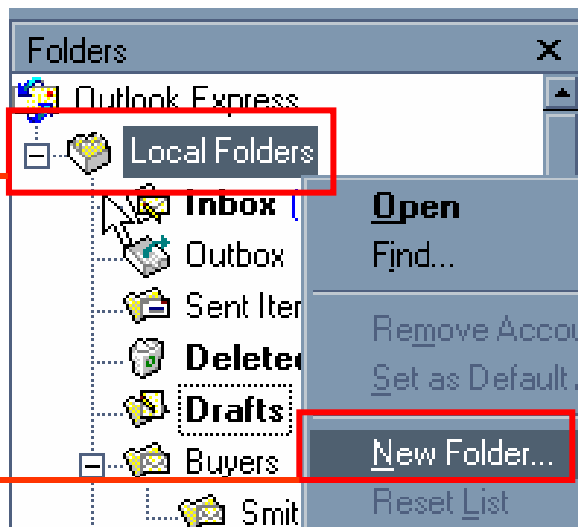
The easiest way to make a new folder is:

1. Right click on LOCAL FOLDERS

2. Left click on NEW FOLDER

3. Type the name of the new folder

4. Press OK.



To move messages into a folder, simply DRAG AND DROP them from one folder to another. For example, drag new messages from the INBOX into your CLIENTS folder (using the mouse).

Note: If you click on a currently existing folder, the new folder you are creating will become a sub folder of the selected folder. In this way, you can group relevant folders together as in the examples in this picture.