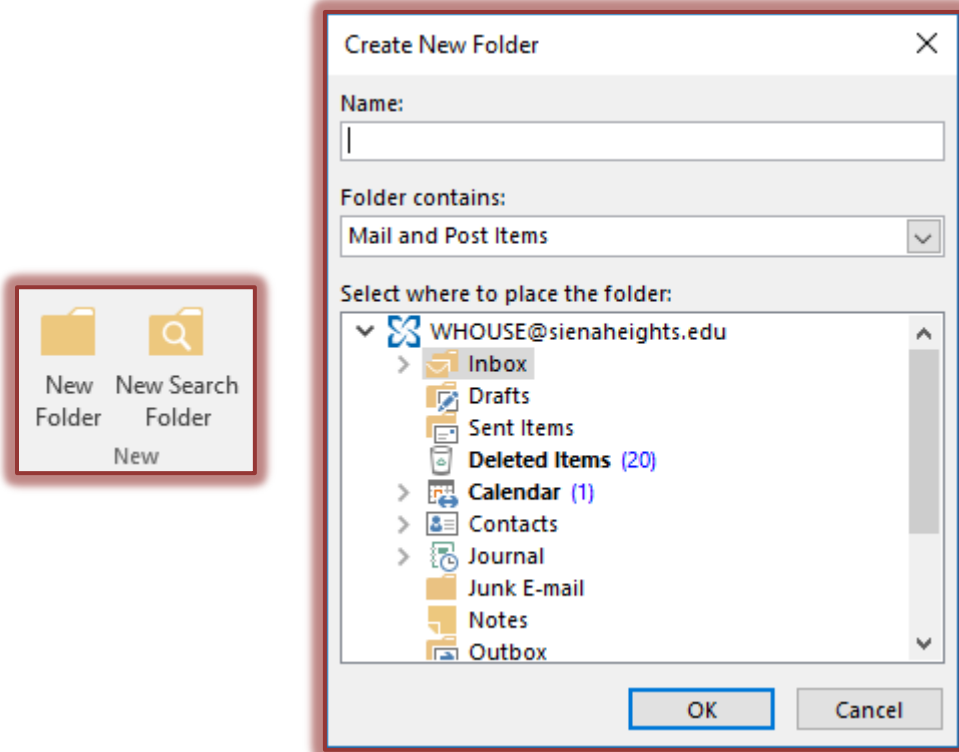


CREATE SUBFOLDERS

It is possible to create new personal folders at the same level as the default folders, such as the Inbox or Calendar. It is also possible to create subfolders within any main folder.

CREATE NEW SUBFOLDER

- ✦ Click the **Folder Tab**.
- ✦ In the **New Group**, click the **New Folder** button.
- ✦ In the **Name** text box, input the name for the folder.

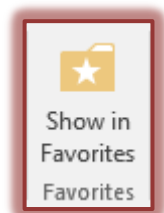


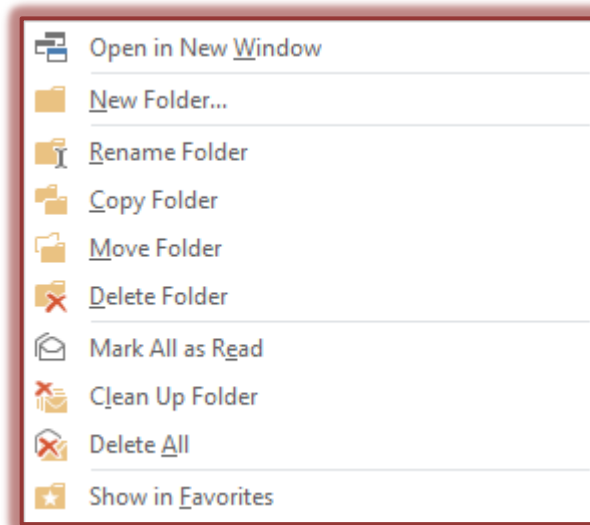
- ✦ Click the **Folder Contains** list arrow to choose the type of item that this folder will contain.
- ✦ In the **Select where to place the folder**, click the location for the new folder.
- ✦ Click **OK** to create the new folder.
- ✦ The new folder should appear in the **Folder List**.

DISPLAY IN FAVORITE FOLDERS

To move a copy of this folder to the **Favorite Folders** list:

- ✦ Click with the left mouse button on the **Folder** that is to be displayed in the **Favorite Folders** list in the **All Mail Items** list.
- ✦ Do one of the following:
 - ✦ Click the **Folder Tab** and in the **Favorites Group**, click the **Show in Favorites** button.
 - ✦ Right-click on the folder and click **Show in Favorites** as shown in the illustration on the next page.
- ✦ The folder will appear in the **Folder List** and the **Favorites Folder**.
- ✦ To move the folder to a different location in the **Favorites Folder**, just click and drag.

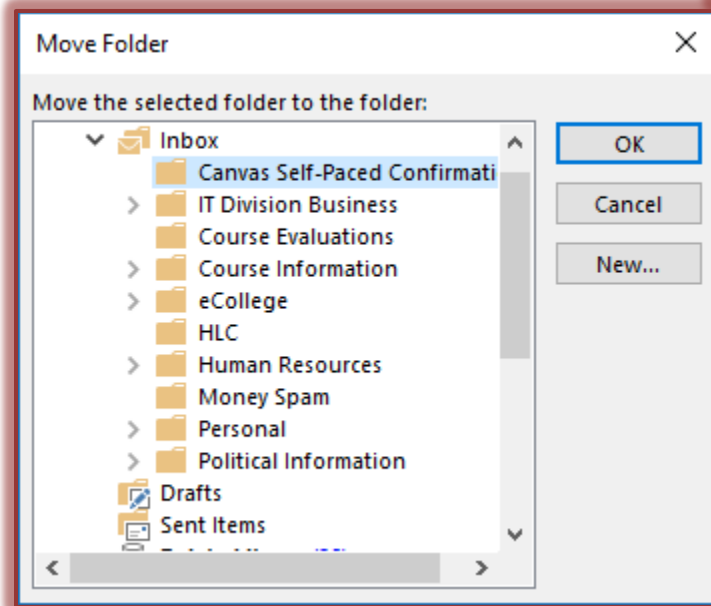
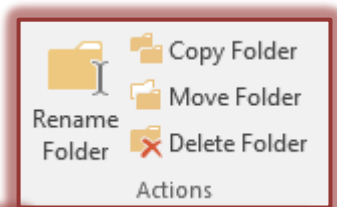




- ✦ To remove the folder from **Favorites**, right-click the folder and select **Remove from Favorites**.

MOVE FOLDER

- ✦ Do one of the following:
 - ✦ Click the **Folder Tab** and in the **Actions Group**, click the **Move Folders** button.
 - ✦ Right-click on one of the subfolders and click **Move Folder**.
- ✦ The **Move Folder** dialog box will appear.
- ✦ Select the folder where the selected folder is to be moved.



- ✦ Click **OK** to exit from the box and move the folder.

FILE/MOVE MESSAGES TO DIFFERENT FOLDERS

The easiest way to move messages from one folder to another is to click on the message and drag it to the new folder.

Move One Message

- ✦ Click the **Expand** button on the **Inbox** folder in the **Folder List**.
- ✦ This will display all the subfolders under the **Inbox**.
- ✦ Select one of the messages in the **Inbox**.
- ✦ Drag the message to the **New Subfolder**.

Move More Than One Message (Noncontiguous)

- ✦ Click the first message.
- ✦ Hold down the **Ctrl** key.
- ✦ Select all additional messages.
- ✦ Click on one of the highlighted messages and drag the messages into the **New Subfolder**.

Move More Than One Message (Contiguous)

- ✦ Click the first message.
- ✦ Hold down the **Shift** key.
- ✦ Click the last message.
- ✦ Click on the list of messages and drag the messages into the **New Subfolder**.