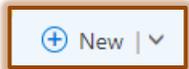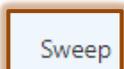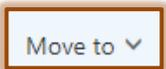# INBOX/MESSAGE TOOLBAR

The Inbox/Message toolbar provides options for creating new messages, moving messages to a different folder, or changing the view of the messages in the Inbox. The table below illustrates and describes each of the buttons on this toolbar.

Button		Description
New	⊕ New | ⌄	To create a new item, such as an e-mail message or a new calendar entry click this button. The list arrow at the right side of this button displays the two available options.
Delete	🗑 Delete	Click this button to move an appointment to the Deleted Items folder. If the **Shift** key is held down and this button is clicked, the selected item will be **permanently** deleted.
Archive	🗄 Archive	This button is used to create a folder where messages from the Inbox can be archived. Archived messages are kept until they are deleted from the folder.
Junk	Junk | ⌄	To report a message to Microsoft to help with the research and development of email protection services, click this button. A dialog box will display with instructions.
Sweep	Sweep	This command can be used to quickly delete unwanted messages from the Inbox. When a message is selected, it is possible to delete all incoming messages from that sender, keep only the latest message, or delete messages older than 10 days.
Move to	Move to ⌄	To move a message or automatically move all messages from a selected sender to another folder, select this command. To access subfolders within the folder groups, click the **Move to Different Folder** link.
Categories	Categories ⌄	Click this button to select a Category for a message. A list of categories will display. Click the New Category button at the bottom of the list to add a new category.
More Commands	⋯	This list provides additional commands that can be used for messages in the Inbox.
Mark as Unread		Select this command to mark a message that was read previously to unread. The message will appear as though it had not been read.
Mark as Read		This command is used to mark a message that has not been read as read.
Pin		To make sure an email message always appears at the top of the Inbox, select this command.
Unpin		This option reverses the Pin process.
Flag		Select this command to flag messages that are to be represented as tasks.
Clear Flag		Use this command to reverse the flag command.
Mark Complete		To mark a message as it is completed, select this command.

Button	Description
Ignore	This command is used to Delete messages related to a particular conversation.
Create Rule	To create a rule that specifies what is to happen to a message when it is delivered to the Inbox. With the rule, a message can be sent to a different mailbox folder or deleted from the Inbox.
Print	Select this command to send the select message to the printer. The Print window will display when the command is selected.
Assign Policy	This command is use to assign an archive or retention policy to messages in a folder.