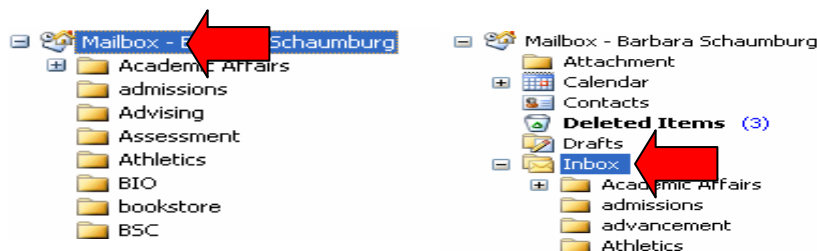


ORGANIZE E-MAIL

Organizing e-mail into folders helps e-mail to work more efficiently. It also removes clutter from the Inbox and makes it easier to find specific e-mails at a later date.

New folders can be created under the Mailbox folder at the top or under the Inbox folder. Subfolders can also be made under any new folder that is created.



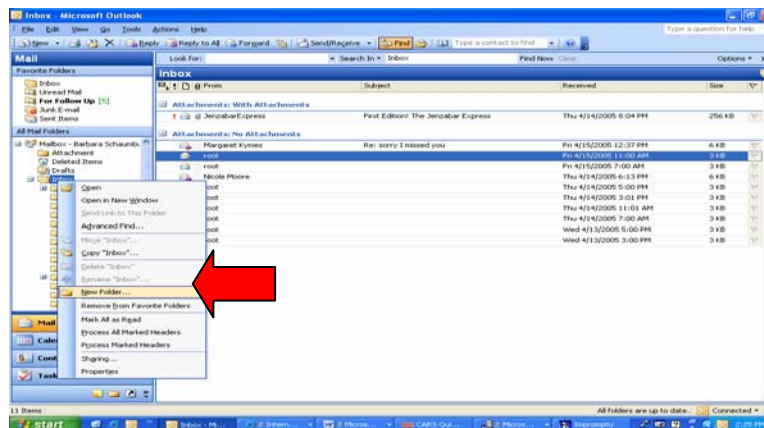
If you use web mail a lot, placing the new folders directly under the Mailbox lets you see them more readily when you logon to your mail. Subfolders placed under the Inbox can be seen by expanding the Inbox folder with a double click or by clicking the plus sign in front of it (becomes a minus sign). Regardless of placement, the process is the same.

CREATING FOLDERS

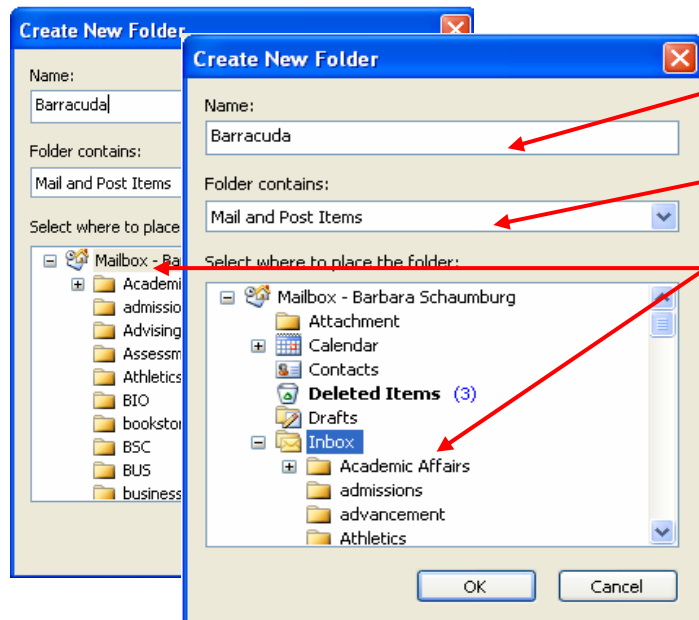
Right click the folder where you wish to create a subfolder.

This will bring up a shortcut menu.

Left click New Folder...



The Create New Folder window appears which allows the choice of folder placement.



Type a name in the *Name*: line.

Make sure *Folder contains*: shows Mail and Post Items.

Under *Select where to place the folder* make sure the appropriate location is highlighted (e.g., Mailbox or Inbox). You may have to use the scroll bar on the right to see the Inbox folder.

Choose OK to return. The new folder will now show up where you placed it.

MOVING MESSAGES

Messages can be moved to folders in several ways: drag and drop, the shortcut menu, the organize wizard.

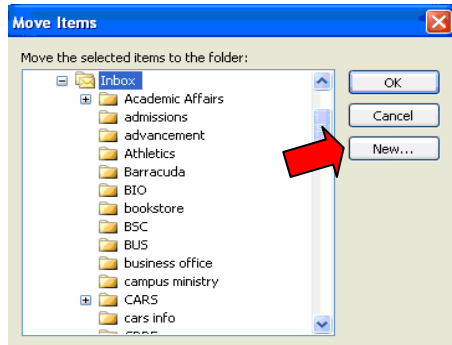
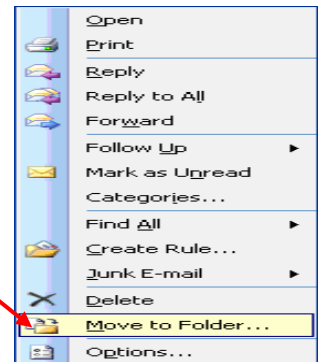
DRAG AND DROP

Left click the message, and while holding down the left mouse key, drag the message into the appropriate folder. When the folder turns blue, let go of the mouse key. If moved in error, choose Edit, Undo move.

To choose several e-mails in a row: Click the first e-mail, hold the Shift key down, and click the last e-mail. To choose several non-contiguous e-mails: Click the first e-mail, hold the Ctrl key down, and click other e-mails. Chosen e-mails should all be highlighted.

SHORTCUT MENU

Right click a highlighted message to get a shortcut menu, and Left click Move to Folder.



A list of current folders will be displayed. Choose the appropriate one, and click OK.

Or create a new folder by clicking the New... button and following the create process above.

ORGANIZE WIZARD

Click the Organize icon on the Standard Toolbar or choose Tools, Organize.

Select one of the messages to be moved. Click the drop-down arrow next to *Move messages selected below to*, and choose the appropriate folder. Click the Move button.

