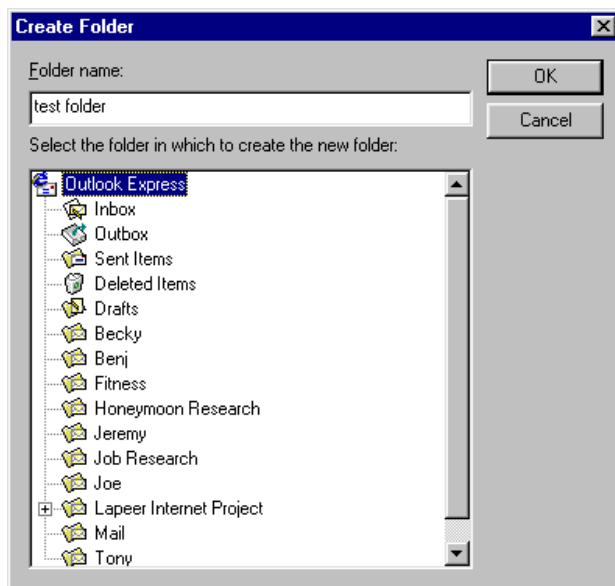
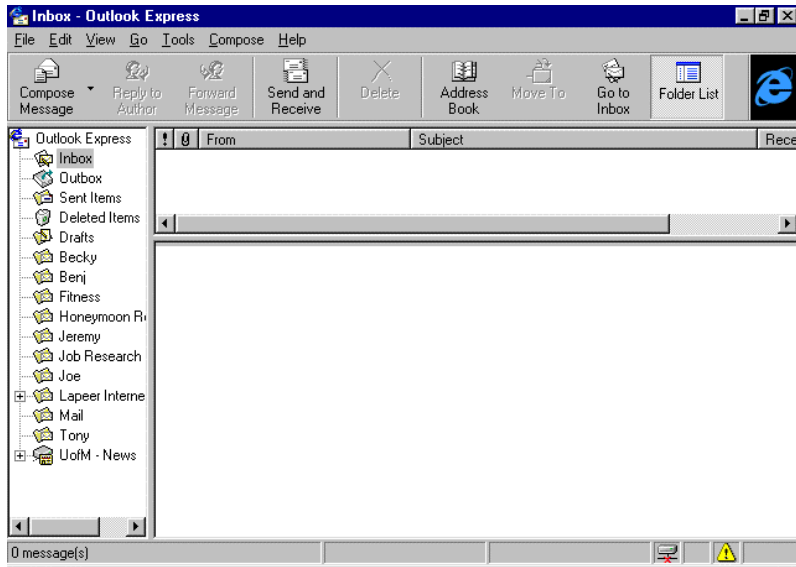


Creating Folders to store & organize received messages

- Open *Outlook Express*.
- Notice the pane to the left contains some folders (this example may contain more folders than you will see on your computer - you should see *inbox*, *outbox*, *sent items*, ...)
- Also notice, there is a dotted line showing the structure that the folders are organized. They all are sub-folders of *Outlook Express*.
- Click the *File* menu, then click *Folder* then *New Folder*.
- You will see a window like this:



- Type a name for your new folder. (in this example the name is *test folder*)
- You must also select where you want that folder to be.
- You can have folders within folders. (notice the *Lapeer Internet Project* folder - the plus (+) next to the folder indicates it has folders within it. Clicking the plus shows these sub-folders)
- In this example, I selected *Outlook Express* this will make the folder separate from the other folders.
- When you receive new messages into your inbox you can sort them into these folders if you want to keep the message.
- To do so, drag the message from the upper pane to the appropriate folder in the left pane. Or, you can select the message by clicking on it in the upper pane and clicking the *Edit* menu then *Move To Folder*. Pick the folder and click *OK*.



[Return to Contents page](#)