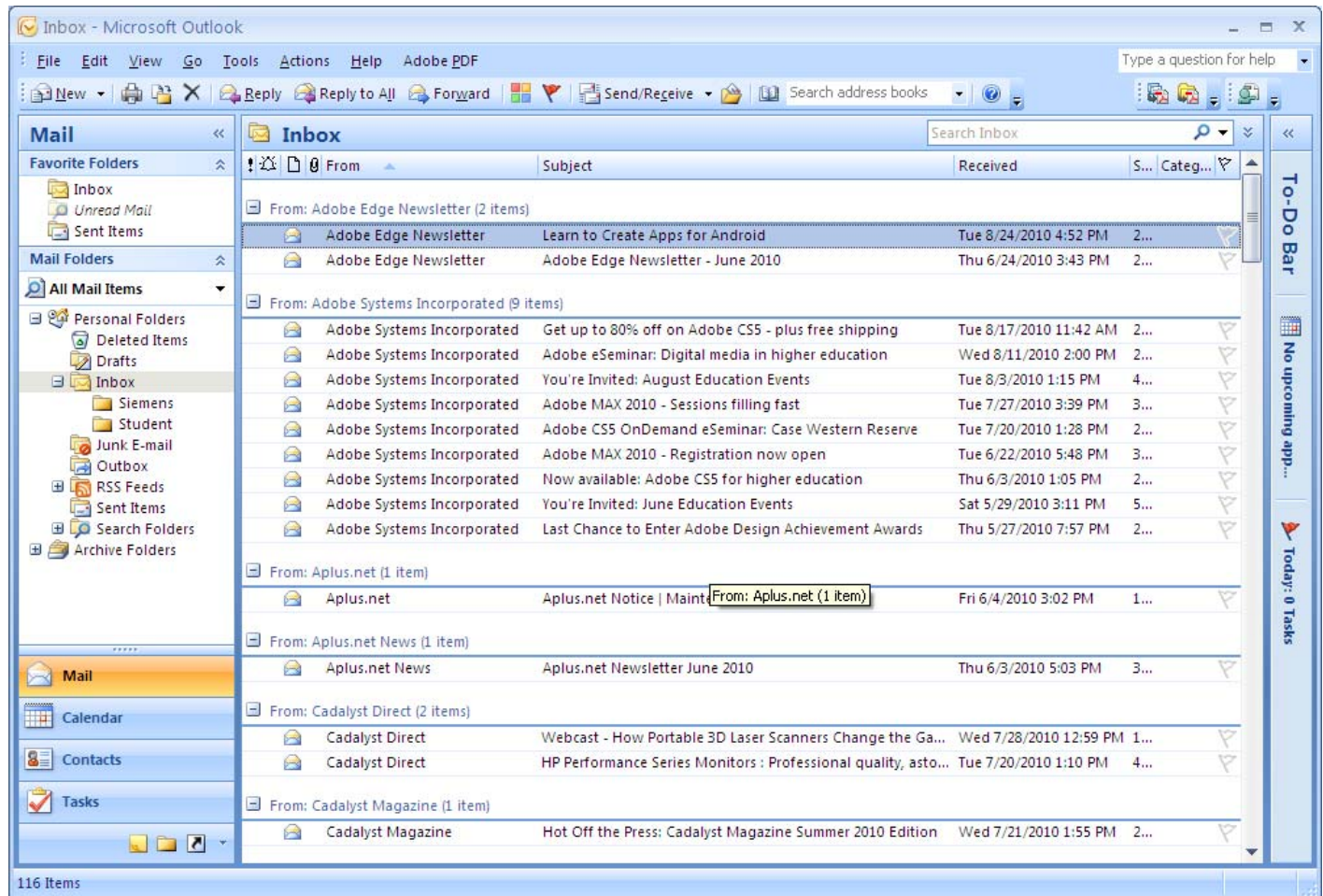


Placing Inbox Mail in Folders

August 31, 2010

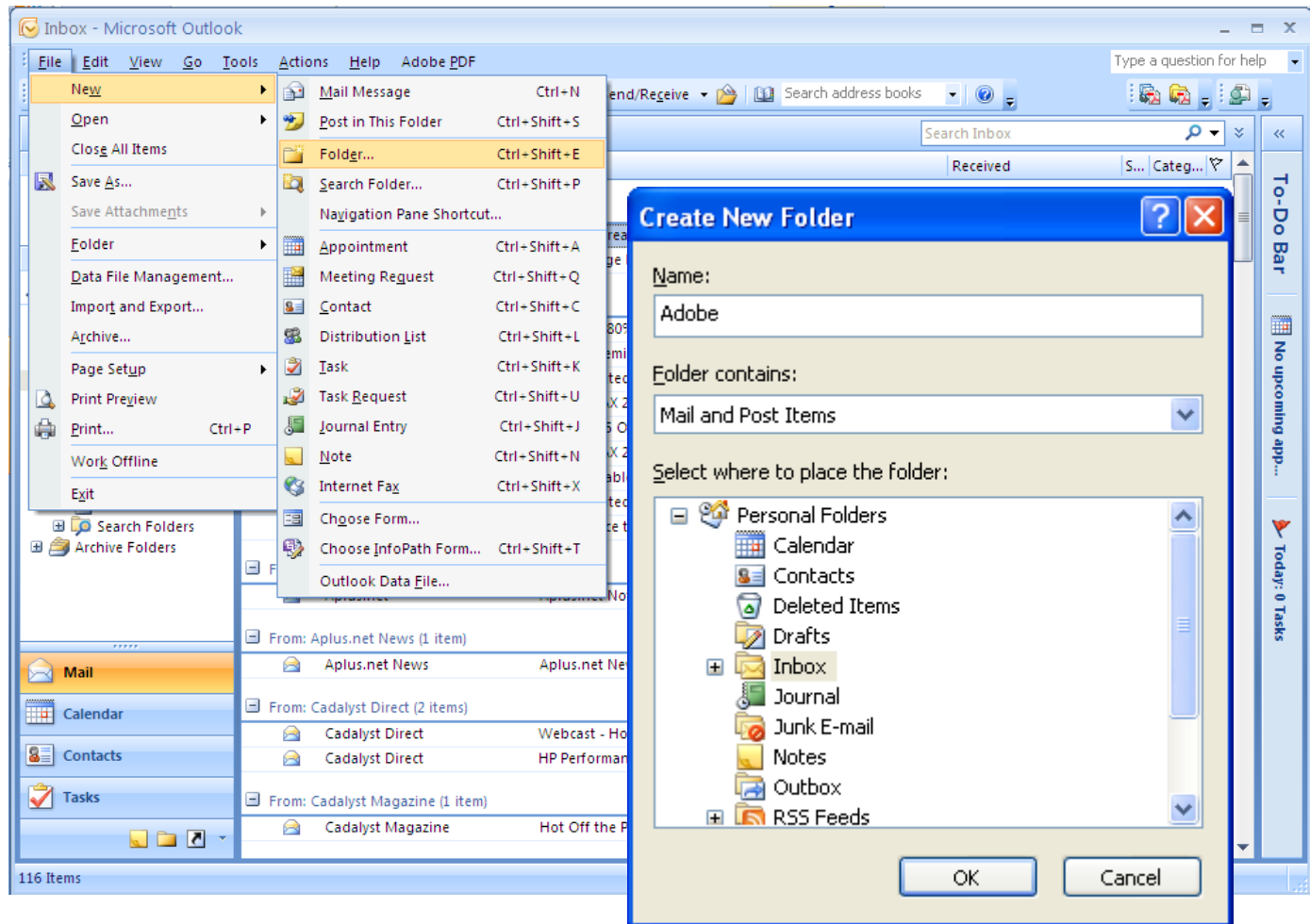
Open the Inbox

Our inbox can become very filled with e-mails, so we will create folders to organize our messages by subject.



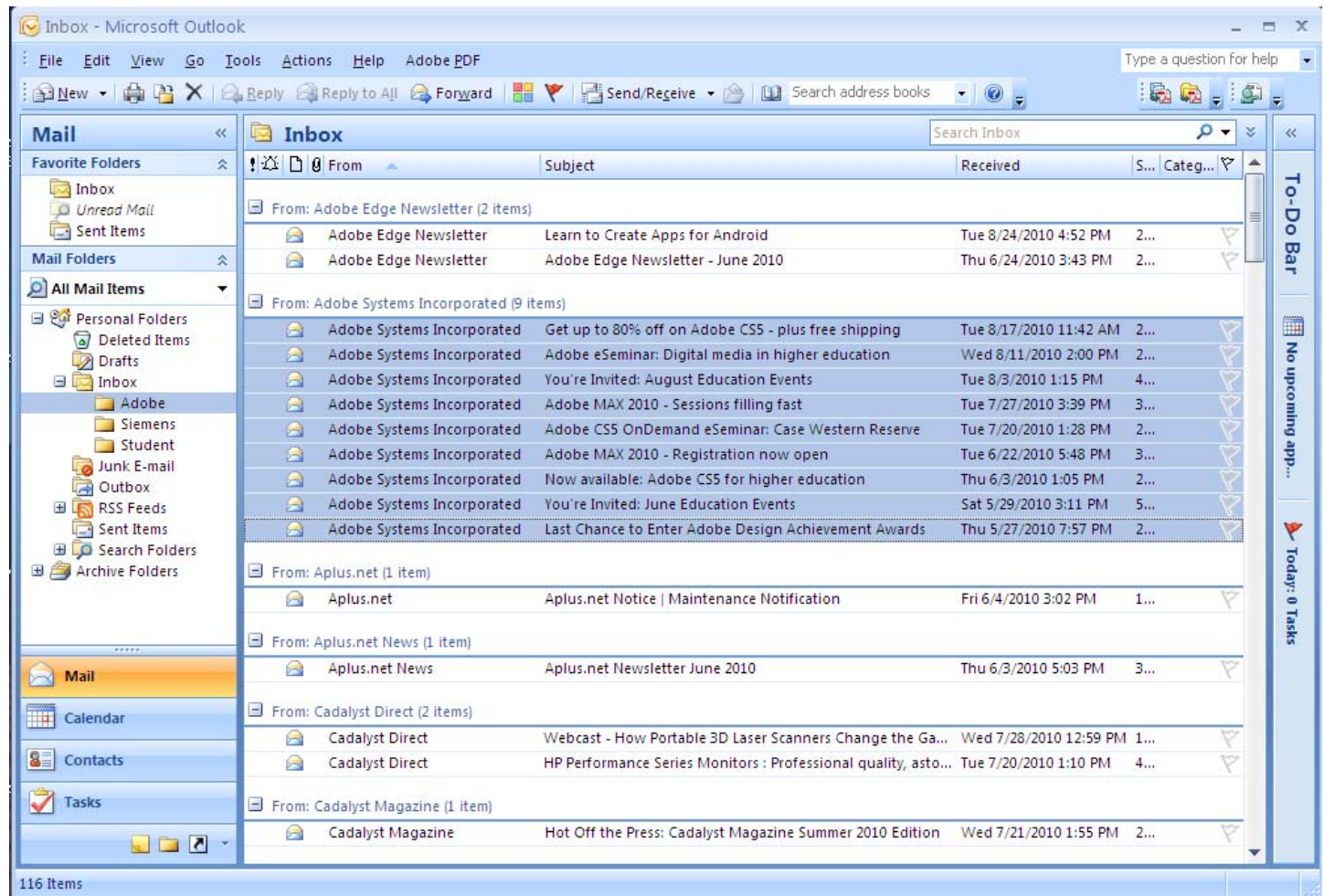
Making a Folder in the Inbox

With the inbox open, we select File on the Menu bar, New and Folder. The Create New Folder window will appear. We type Adobe for our new folder name and keep the container type for mail and post items. We choose the OK button.



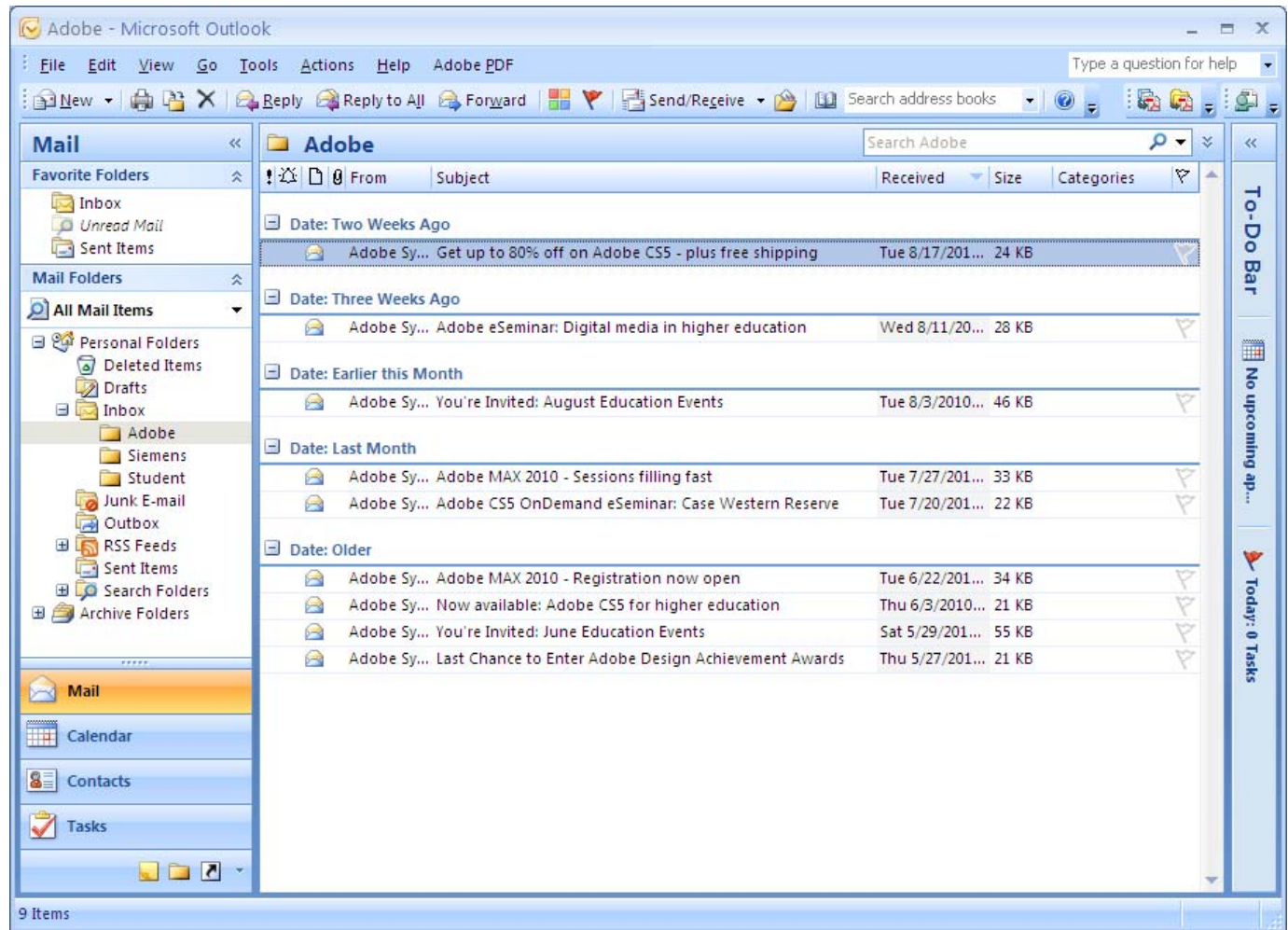
Move the Emails to the New Folder

Double click on the heading called From and the emails will categorize from the sender instead of by date. Left click in the blue area and drag the mail to the Adobe folder. Let up the left mouse button and email messages will move to the Adobe folder.



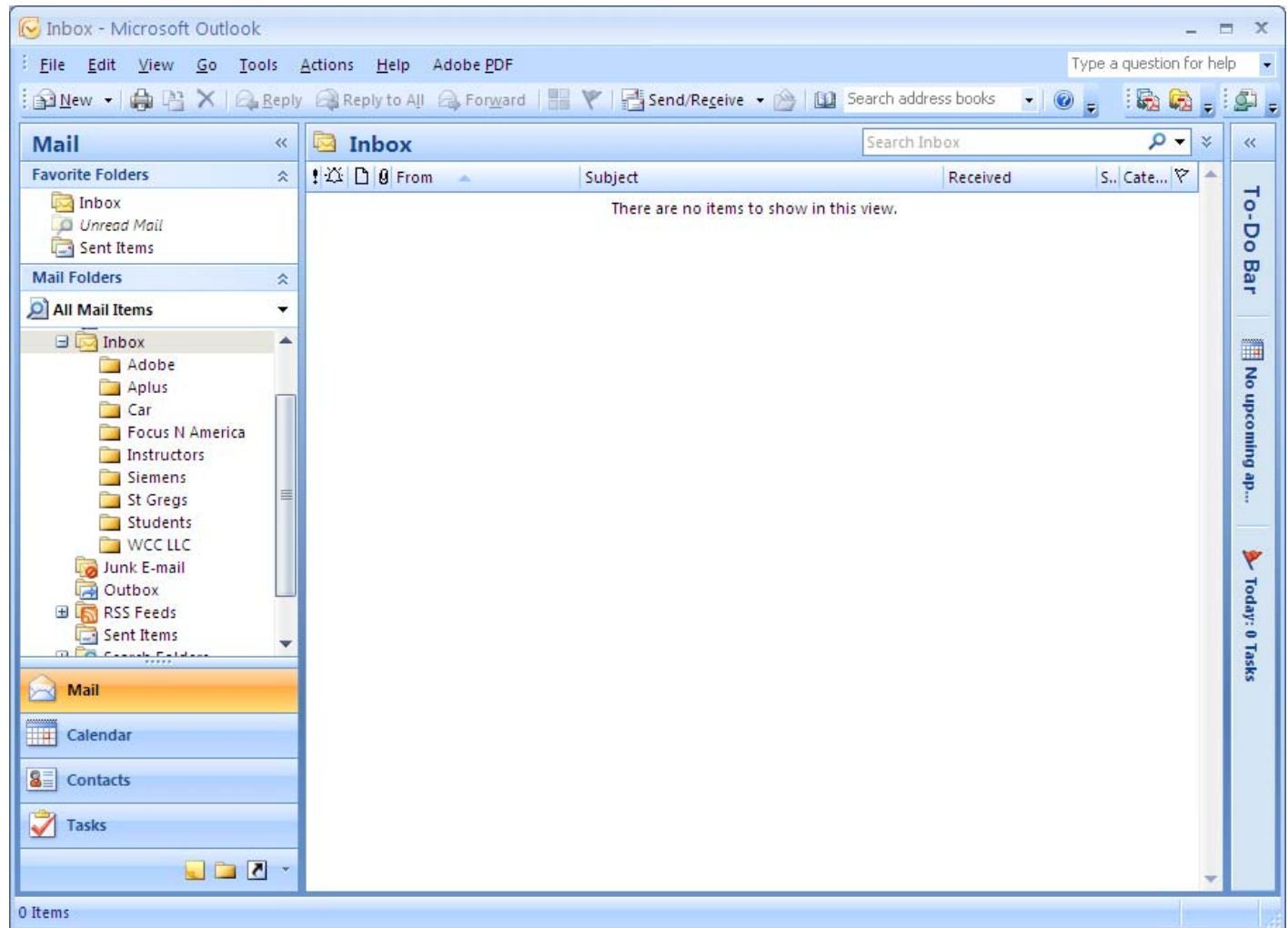
Viewing the Contents of the New Folder

We can click on the Adobe folder under the Inbox and see all of our email messages from that organization.



Folders for All Messages

We can organize all the mail messages in the Inbox, so we can locate our mail quickly.



Exercise

Create logical folders that will organize your emails. For LAN Managers, we could have emails by project name, LANs that we are responsible for maintaining, for customers, vendors, and internal corporation messages.

