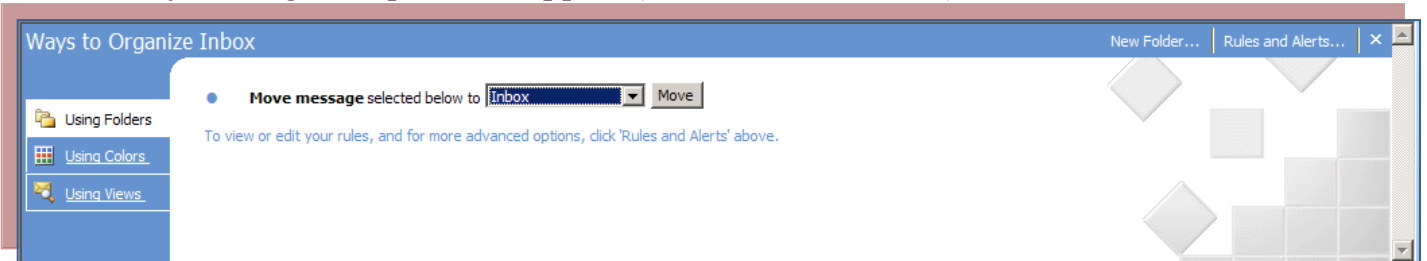


## ORGANIZING MESSAGES IN FOLDERS

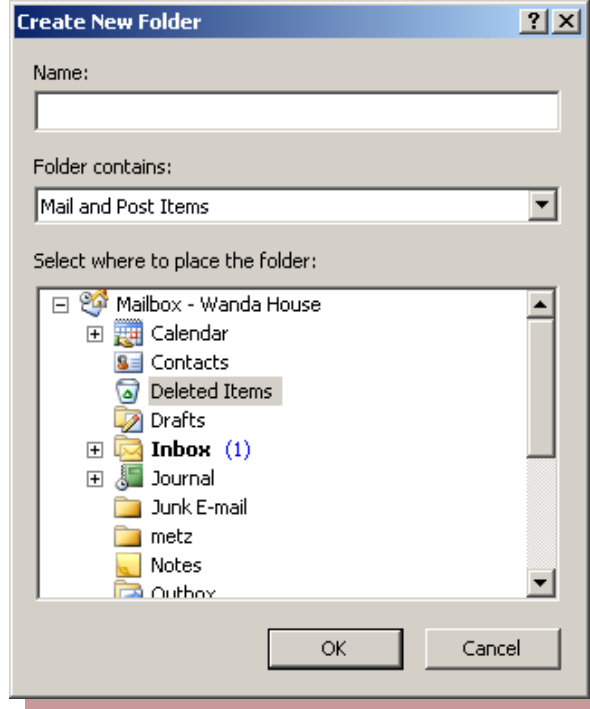
After messages have been read and responded to, you might want to keep some for future reference. Outlook provides various ways that this can be done.

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Organize** from the list of options.
- ✦ The **Ways to Organize** pane will appear (see illustration below).



### CREATING A NEW FOLDER

- ✦ At the top of the **Ways to Organize** pane, click the **New Folder** button.
- ✦ The **Create New Folder** dialog box will appear (see illustration below).



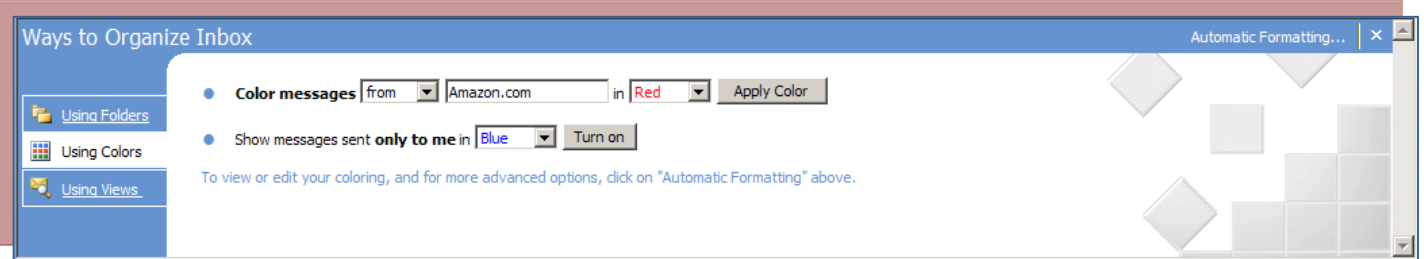
- ✦ In the **Name** box, input a name for the new folder.
- ✦ In the **Select where to place the folder** list, click the **Inbox** link.
- ✦ Click **OK** to create the new folder.
- ✦ The **Create New Folder** dialog box will close.
- ✦ The new folder name will appear as a subfolder in the **Inbox** folder.

### MOVING A MESSAGE

- ✦ Select one of the messages in the **Inbox**.
- ✦ In the **Move message selected below to** text box, click the list arrow.
- ✦ Select the folder where the message is to be moved.
- ✦ Click the **Move** button.

## ASSIGNING COLORS TO MESSAGES

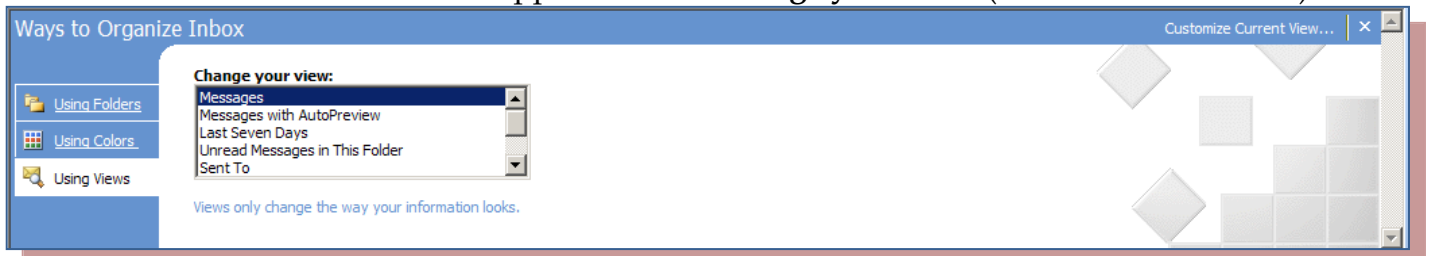
- ✦ Click on one of the messages in the **Inbox**.
- ✦ Click the **Using Colors** option in the **Ways to Organize** pane.
- ✦ In the **Color Messages** area, select the pertinent information (see illustration below).



- ✦ When the changes have been made, click the **Apply Color** button.
- ✦ To apply additional options to the message, click the **Advanced Formatting** link at the top of the pane.
- ✦ To change the color of messages that are sent to you, click the list arrow for **Show messages sent only to me in** and pick a color.
- ✦ Click the **Turn on** button to activate this option.

## CHANGING MESSAGE VIEWS

- ✦ Click the **Mail** or **Inbox** link, if necessary.
- ✦ Click the **Using Views** link in the **Ways to Organize Inbox** pane.
- ✦ Select a view from the list that appears under **Change your view** (see illustration below).



- ✦ That view will be applied to the **Inbox**.
- ✦ Click the **Customize Current View** link to make changes to the current view.
- ✦ Click the **Close** button in the **Ways to Organize Inbox** pane to close the pane.