

Outlook Express FOLDERS

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In getting e-mail, some messages are more important than others. You will want to keep them in a separate place from the other 75 messages in your inbox.

You — definitely — do not want to keep them in your inbox, both because it will clutter the inbox and because Windows will continually annoy you with offers to compress your files.

CREATE A FOLDER

Here's the best way to do that (in my example, we'll create a "Save" folder):

1. Open Outlook Express.

2. From the MenuBar, select *File > New > Folder* (**Figure 1**).

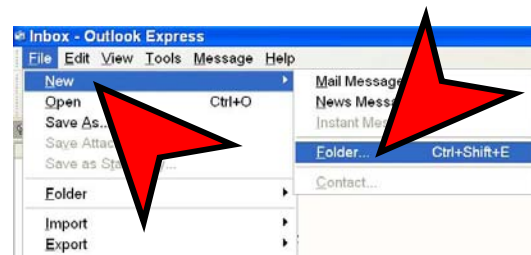


Figure 1

3. Create the folder (**Figure 2**):

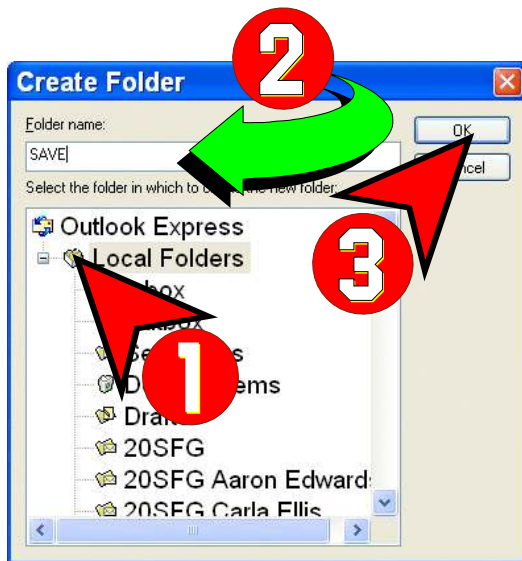


Figure 2

3. Create the folder (**Figure 2**):

❶ Left-click on "Local Folders" (otherwise, all your folders are subordinate to your inbox).

❷ Type the name for the file.

In this example, I have typed "SAVED" in all capital letters so that it will stand out among all the "normal" folders that are typed using initial caps and lower case letters.

❸ Touch the *Enter* key, on the keyboard, or click on the "OK" button.

4. The created folder appears, in its alphabetical place, any time you click on the “Local Folders” folder (**Figure 3**).

NOTE: Folders that have unread emails in them are shown in bold with the number of those unread emails in parentheses.

DEAL WITH IT

To keep your inbox clear of extra emails:

- ❶ Open it.
- ❷ Read it.
- ❸ Reply, if needed.
- ❹ Delete it or move it to a folder.

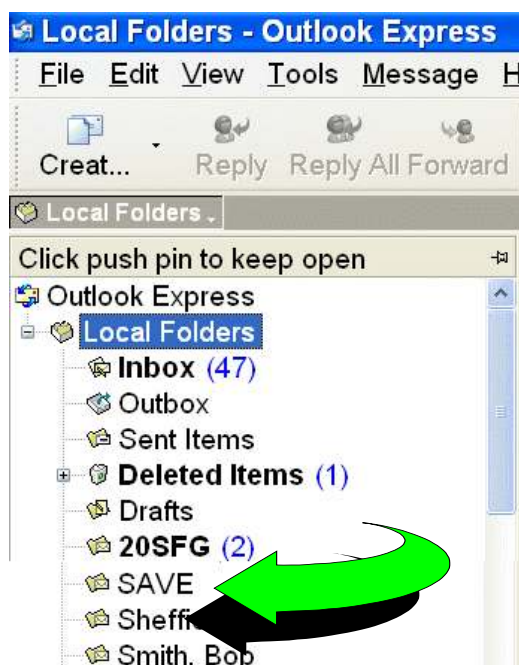


Figure 3

MOVE OR COPY TO FOLDER

1. RIGHT-click on the email to copy or to move.
2. From the drop-down menu, select “Copy To Folder” or “Save to Folder”.
3. Left-click on the destination folder.
4. Left-click on “OK” button.