

SENT ITEMS FOLDER

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Click on the blue, underlined text to go to its linked reference.



Although you're usually operating in the Inbox, on some occasions you might want to find an email you've already sent to someone. To do that, you'll need to access the Sent folder. Here's how.

1. Left-click on "Inbox" located below the "Create a New Message" button (Figure 1).

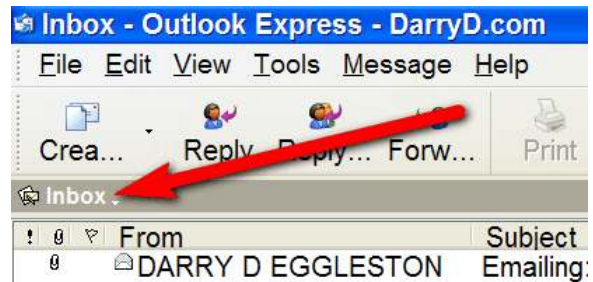


Figure 1

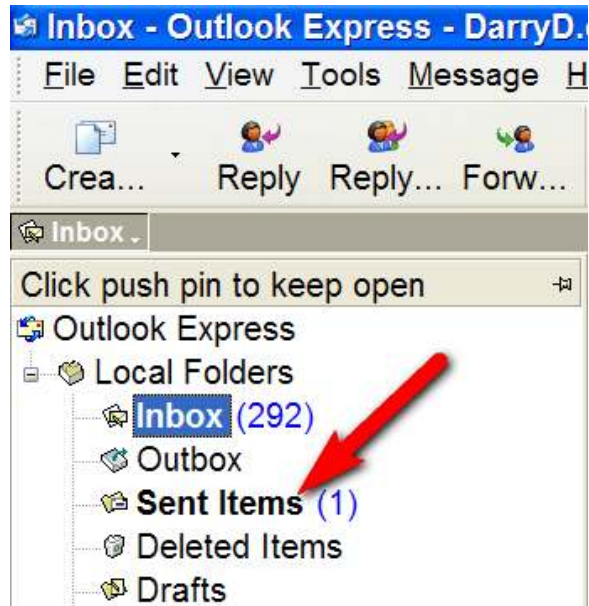


Figure 2

2. In the drop-down menu (Figure 2), Left-click on "Sent Items."

3. The emails appear in the order they were sent (**Figure 3**).

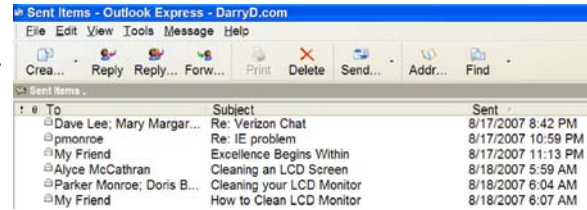


Figure 3

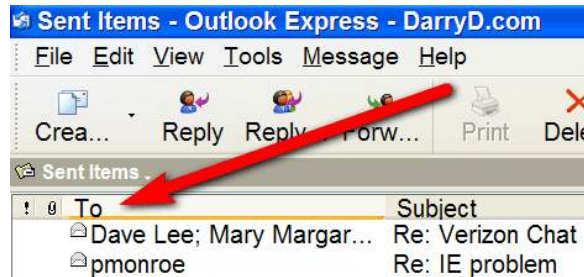


Figure 4

4. To view all the emails sent to a person, click on the “To” title of the left column (**Figure 4**).

5. The files appear alphabetically by the first name of the person to whom they were sent (**Figure 5**).

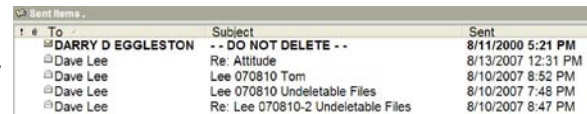


Figure 5

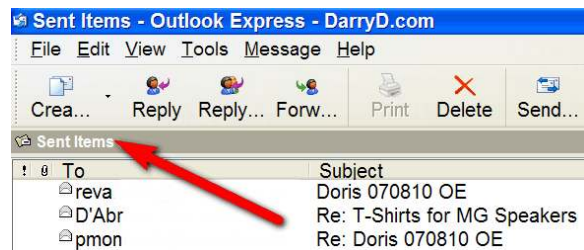


Figure 6

6. To return to the Inbox, Left-click on the “Sent Items” word above the To column (**Figure 6**).

7. Left-click on “Inbox” in the drop-down menu (**Figure 7**).

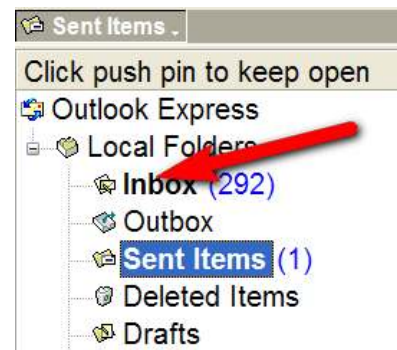


Figure 7