

E-mail: Using Folders

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Applicable usage

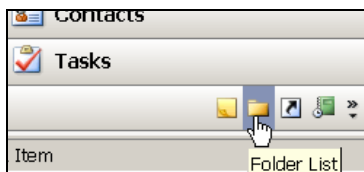
Outlook 2003 Client

Using Folders: About

About Folders

Every section of Outlook can have folders. This document discusses e-mail folders but the procedure can be applied to any section.

To see all of your folders, click the Folder List icon at the bottom of the left-hand section list or click the Folder List button in the Navigation bar below Notes.

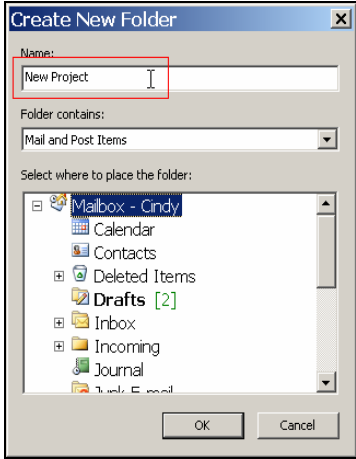


Types of Folders

Type	Descriptions
Favorite Folders	Can be seen at the top of the Mail section. You can move folders into and out of this area, and place them in whatever order you wish.
Mailbox - <your name>	All your personal folders are stored under this heading in alphabetical order.
Deleted	Where items you delete are stored awaiting permanent deletion.
Drafts	Where unsent e-mails can be saved.
Inbox	Where all incoming emails automatically go to unless redirected by a Rule.
Junk E-mail	
Outbox	Where sent items go until they are actually sent.
Sent Items	When sent items go once they are actually sent.
Search	These folders display the results of previously defined search queries. Contains three default Search Folders: For Follow Up, Large Mail, and Unread Mail.
Public Folders	Folders that are available to the SU community
Folder Sizes	A special folder that shows you how large each of your personal folders are in kilobytes.
For Follow-Up	Lists any e-mails where you have set the Follow-up flag.
YOUR FOLDERS	These are folders that you have created. They will appear in alphabetical order with all the other folders.

Using Folders: Creating

Creating Folders

Step	Action
1	Go to the section you wish to create a new folder in.
2	<p>Right-click on the folder name under which you want to place your new folder.</p> <p><i>Result:</i> The folder options list will appear. Choose New Folder.</p> <p><i>Note:</i></p> <ul style="list-style-type: none">- For a new top level folder, choose Mailbox - <your name>- For a new subfolder, choose the desired folder name below Mailbox
3	<p>Type the name of the new folder in the Name: field.</p> 
4	When done, click the OK button. Your folder will appear in alphabetical order on the list.

Using Folders: Deleting/Renaming/Moving

Deleting Folders

Step	Action						
1	Right-click on the folder you wish to delete. <i>Result:</i> The folder options list will appear.						
2	Click Delete – “<folder name>”						
3	A message will appear to verify that you wish to <i>delete the folder and all its contents.</i> <table border="1"><thead><tr><th>If...</th><th>Then...</th></tr></thead><tbody><tr><td>You click Yes</td><td>The folder is moved into the Deleted folder awaiting permanent deletion.</td></tr><tr><td>You click No</td><td>The delete operation is cancelled.</td></tr></tbody></table>	If...	Then...	You click Yes	The folder is moved into the Deleted folder awaiting permanent deletion.	You click No	The delete operation is cancelled.
If...	Then...						
You click Yes	The folder is moved into the Deleted folder awaiting permanent deletion.						
You click No	The delete operation is cancelled.						

Renaming Folders

Step	Action
1	Right-click on the folder you wish to rename. <i>Result:</i> The folder options list will appear.
2	Click Rename – “<folder name>”
3	The folder name will become editable. Type in the new name and hit the Enter key.

Moving Folders

A folder can be moved under another folder by clicking and dragging it to the folder you wish to place it under.

Using Folders: Favorite Folders

Adding Folders to Favorite Folders

Step	Action
1	Left-click on the folder you want to add to Favorite and drag it to the position you want it to appear in the Favorite Folders. <i>Note:</i> Folders in the Favorite folder do not have to be arranged alphabetically.
2	The folder name will appear in the Favorite Folders list. <i>Note:</i> Favorite Folders act as a "short-cut" only. The location of the original folders does not physically move.

Removing Folders from Favorite Folders

Step	Action
1	Right-click on the Favorite Folder you wish to remove. <i>Result:</i> The folder options list will appear.
2	Click Remove from Favorite Folders
3	The folder name will disappear in the Favorite Folders list.
