WebsiteCompass

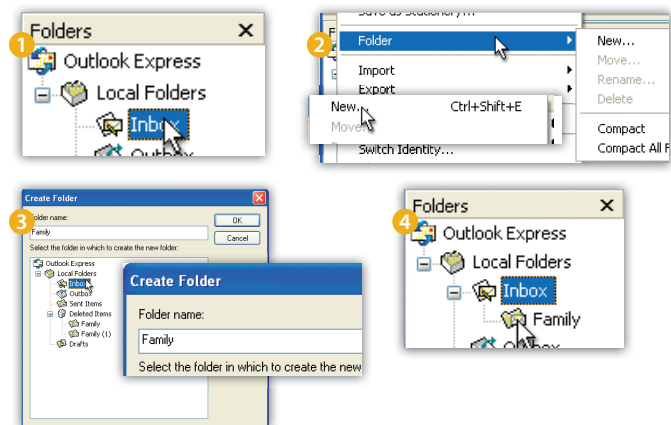## Organizing E-mail With Folders Using …

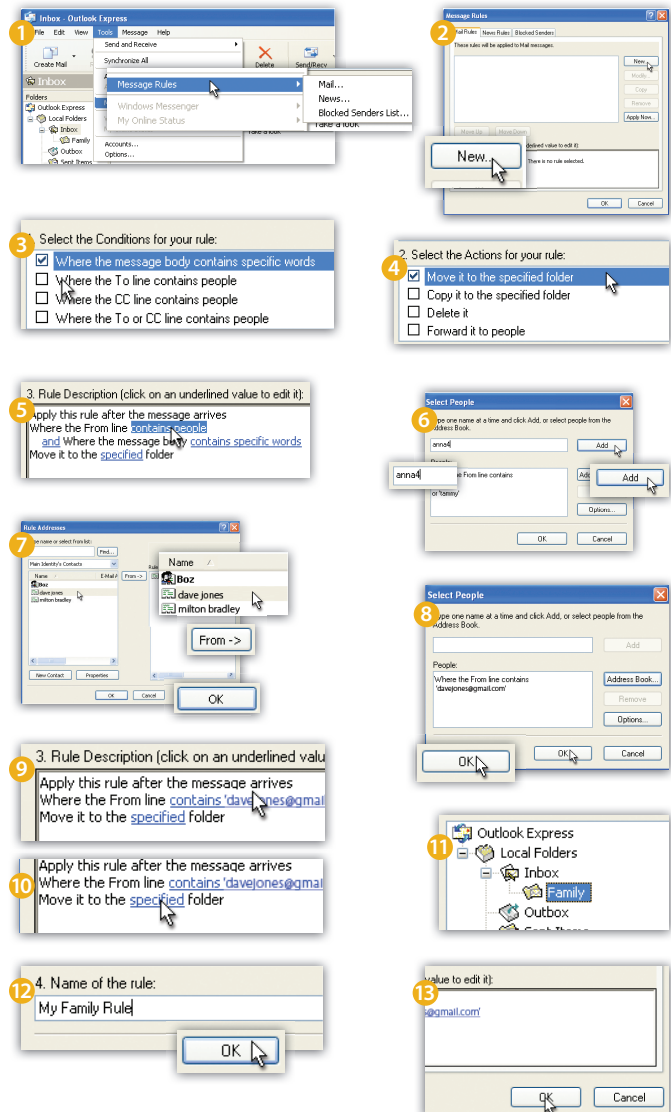E-mail Program: Outlook Express 6
Computer Operating System: Windows XP

1. With Outlook Express open, click your cursor arrow on your "Inbox."

2. Click on "File" from the menu bar. Select "Folder" from the resulting drop-down menu and then "New" from the resulting submenu.

3. The Create Folder window will open. Type in the name of the new folder in the "Folder name:" field. Choose the folder in which to create the new folder. For this tutorial, we have selected "Family" to be a subfolder of "Inbox". Select the "OK" button.

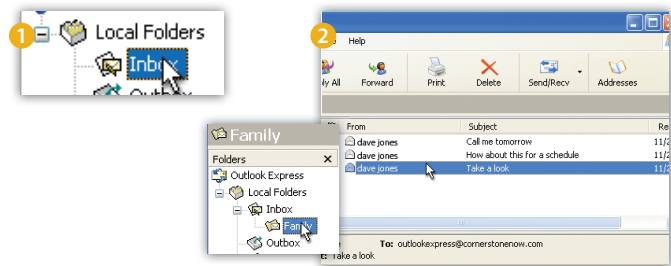**4.** You will now see your new folder under Local Folders.

Sorting New E-mail Into Folders Using Rules

1. With Outlook Express open, click your cursor arrow on "Tools" from the menu bar. Select "Message Rules" from the resulting drop-down menu and then select "Mail…" from the resulting submenu.

2. The Message Rules window will open. Make sure the "Mail Rules" tab is selected and click on the "New" button.

3. The New Mail Rule window will open. Choose the conditions for your rule. For this tutorial, we will select "Where the message body contains specific words" in the "Select the Conditions for your rule:" section.

4. Next, select the actions for your rule. For this tutorial, we will select "Move it to the specified folder" in the "Select the Actions for your rule:" section.

5. In the Rule Description section, click on the "contains people" link.

6. The Select People window will open. Here you can manually type in names and click the "Add" button or you can choose people from your Address Book. For this tutorial, we will select people saved in the Address Book.

7. The Rule Addresses window will open. Select from the list of saved contacts and click on the "From" button. Once you have selected all individuals to include in your rule, click on the "OK" button.

8. The Select People window will reappear listing the contacts that you have selected for your rule. Click on the "OK" button.

9. The New Mail Rule window will reappear and the selected people for your rule will now appear in the "Rule Description" section.

10. Next, select the folder location into which you want the messages stored by clicking the link in the sentence "Move it to the specified folder" in the Rule Description section.

11. The Move window will appear. For this tutorial, select the "Family" folder and click on the "OK" button.

12. In the "Name of the rule:" section, type in the rule name and click on the "OK" button to close the New Mail Rule window.

13. To create more rules, click on the "New" button in the Message Rules window. Otherwise, click on the "OK" button to save your changes.
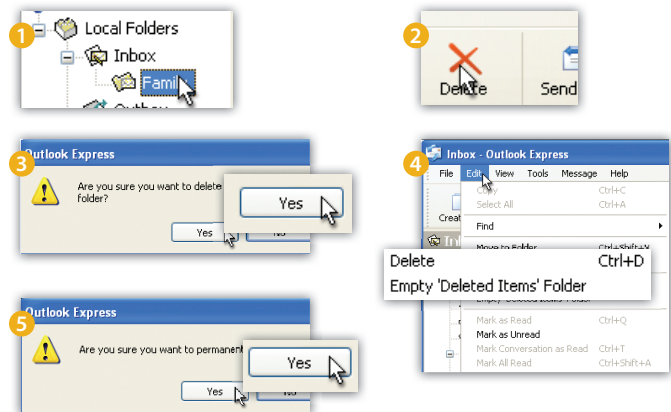
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Manually Sorting E-mail Messages Into Folders

1. With Outlook Express open, click your cursor arrow on your "Inbox."

2. Select the e-mail message that you want to move, and then drag it into the folder where you want it to be stored. To select multiple messages to be moved, press and hold the "Control" (CTRL) key while you click on each e-mail message, and then drag them into the folder where you want them to be stored.

Deleting E-mail Folders

1. With Outlook Express open, select the folder you want to delete in the Folder list. (If you do not want to delete certain e-mail messages in that folder, be sure to move them to another folder first.)

2. Click on the "Delete" icon on the toolbar.

3. The Outlook Express pop-up box will appear asking if you are sure you want to delete the folder and move it to the Deleted Items folder. Click on the "Yes" button. The deleted folder will now appear in your Deleted Items folder.

4. To permanently delete the folder and its messages, click on "Edit" from the menu bar and drop down to "Empty 'Deleted Items' Folder."

5. Select the "Yes" button when the Outlook Express pop-up box asks if you are sure you want to permanently delete this folder.
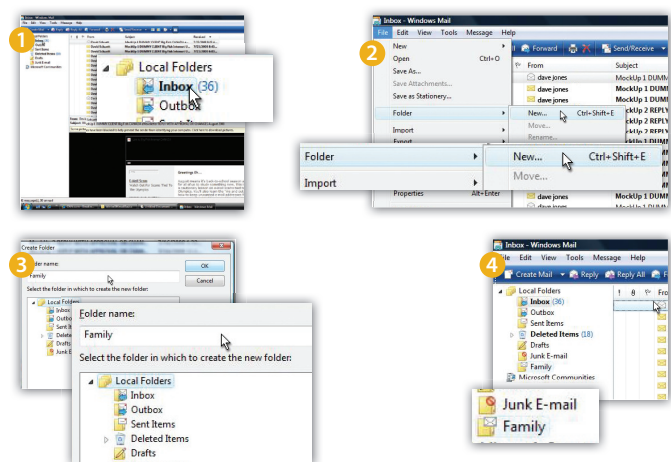

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Organizing E-mail With Folders Using …

E-mail Program: Windows Mail
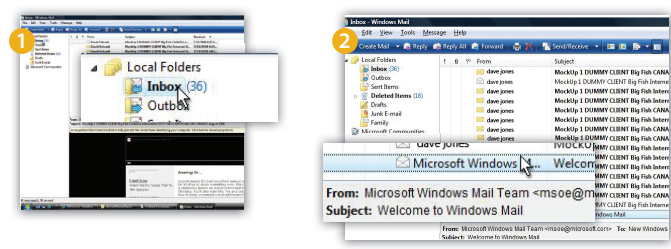Computer Operating System: Windows Vista

Creating a New E-mail Folder

1. With Windows Mail open, click your cursor arrow on your "Inbox."

2. Click on "File" from the menu bar. Select "Folder" from the resulting drop-down menu and then "New."

3. The Create Folder window will open. Type in the name of the new folder in the "Folder name:" field. Choose the folder in which to create the new folder. For this tutorial, we have selected "Family" to be a subfolder of "Local Folders." Select the "OK" button.

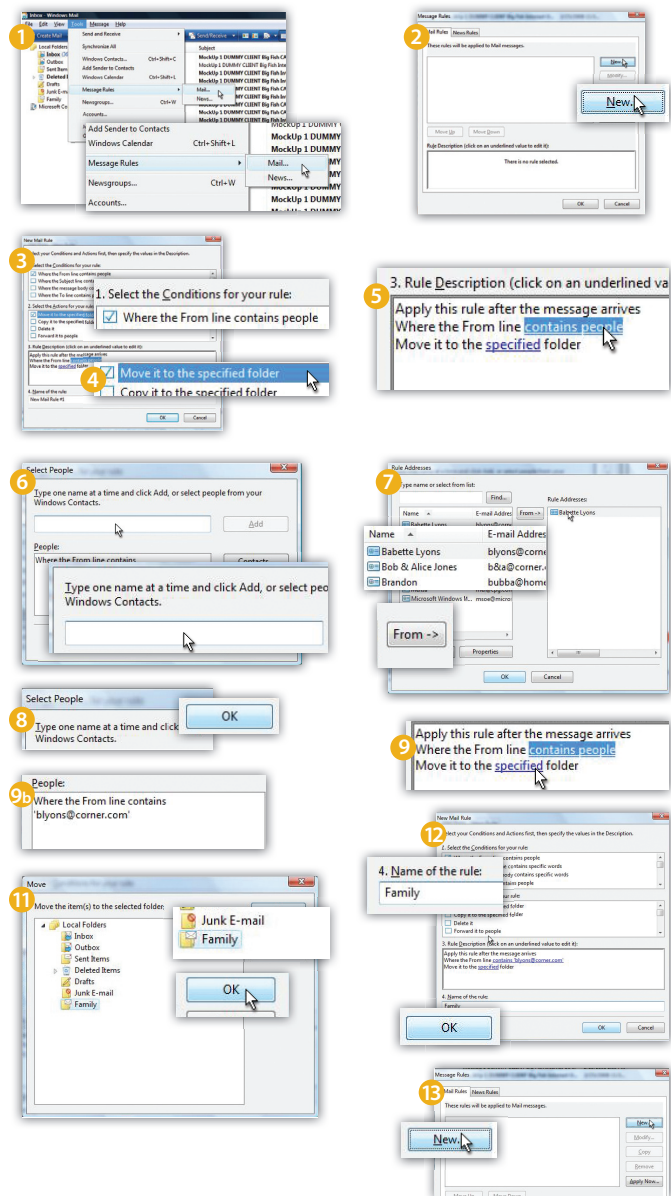4. You will now see your new folder listed under Local Folders.

Manually Sorting E-mail Messages Into Folders

1. With Windows Mail open, click your cursor arrow on your "Inbox."

2. Select the e-mail message that you want to move, and then drag it into the folder where you want it to be stored. To select multiple messages to be moved, press and hold the "Control" (CTRL) key while you click on each e-mail message, and then drag them into the folder where you want them to be stored.

Sorting New E-mail Into Folders Using Rules

1. With Windows Mail open, click your cursor arrow on "Tools" from the menu bar. Select "Message Rules" from the resulting drop-down menu and then select "Mail…"

2. The Message Rules window will open. With the "Mail Rules" tab selected, click on "New."

3. The New Mail Rule window will open. Choose the conditions for your rule. For this tutorial, we will select "Where the From line contains people" in the "Select the Conditions for your rule:" section.

4. Next, select the actions for your rule. For this tutorial, we will select "Move it to the specified folder" in the "Select the Actions for your rule:" section.

5. In the "Rule Description (click on the underlined value to edit it):" section, click on "contains people."

6. The Select People window will open. Here you can manually type in names and click the "Add" button or you can choose people from your Windows Contacts. For this tutorial, we will select people saved in Windows Contacts.

7. The Rule Addresses window will open. Select from the list of saved contacts and click on the "From" button. Once you have selected all individuals to include in your rule, click on the "OK" button.

8. The Select People window will reappear listing the contacts that you have selected for your rule. Click on the "OK" button.

9. The New Mail Rule window will reappear and the selected people for your rule will now appear in the "Rule Description (click on the underlined value to edit it):" section.

10. Next, select the folder location into which you want the messages stored by clicking on the "specified folder" in the "Rule Description (click on the underlined value to edit it):" section.

11. The Move window will appear. For this tutorial, select the "Family" folder and click on the "OK" button.

12. In the "Name of the rule:" section, type in the rule name and click on the "OK" button.

13. To create more rules, click on the "New" button in the Message Rules window. Otherwise, click on the "OK" button to save your changes.

Deleting E-mail Folders

1. With Windows Mail open, select the folder you want to delete in the Folder list. (If you do not want to delete certain e-mail messages in that folder, be sure to move them to another folder first.)

2. Click on the "Delete" icon on the toolbar.

3. The Windows Mail pop-up box will appear asking if you are sure you want to delete the folder and move it to the Delete Items folder. Click on the "Yes" button. The delete folder will now appear in your Deleted Items folder.

4. To permanently delete the folder and its messages, right click on the folder and select "Delete." Select the "Yes" button when the Windows Mail pop-up box asks if you are sure you want to permanently delete this folder.