

TUTORIAL: ORGANIZING E-MAIL WITH FOLDERS

Using Outlook Express 6 in Windows XP Home Edition

CREATING A NEW E-MAIL FOLDER

- STEP 1. With Outlook Express open, click on your Inbox.
- STEP 2. Click on "File" in the menu bar. Select "Folder" and then "New" from the drop-down menu.
- STEP 3. In the Create Folder window, type in a name for your folder. Since we want to clean up our Inbox by removing old messages, we've named ours "Old E-mail."
- STEP 4. Click and highlight the name of the folder in which you want to create your new folder. To make a new top-level folder (a folder outside your Inbox, Outbox, etc.), click on "Local Folders."
- STEP 5. Click the "OK" button to close the Create Folder window.



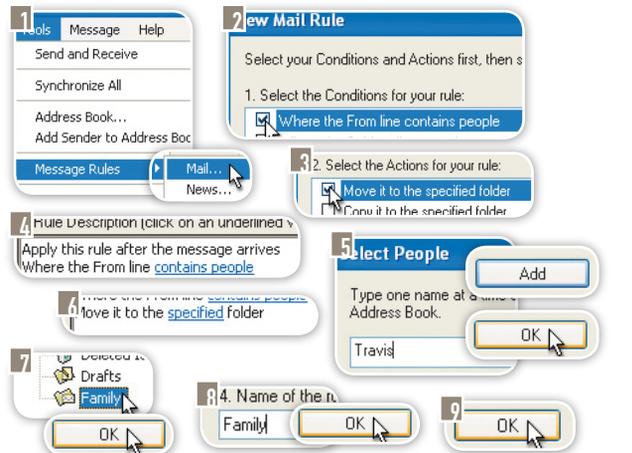
MANUALLY SORTING OLD E-MAIL INTO FOLDERS

- STEP 1. With Outlook Express open, click on your Inbox.
- STEP 2. Click on the message you want to move, then drag it onto the folder where you want it to be stored. To move multiple messages at one time, press and hold the Control (CTRL) key while you click each message. Then click and drag them to the folder.



SORTING NEW E-MAIL INTO FOLDERS USING RULES

- STEP 1. Click "Tools" in the menu bar. Then select "Message Rules" and "Mail."
- STEP 2. Check the conditions by which you wish to sort your messages.
- STEP 3. Check the "Move it to the specified folder" action.
- STEP 4. Click the "contains specific words," "contains people," or "specified account" link in the "Rule Description" box.
- STEP 5. Type in the name, words, or e-mail address by which you are using to sort e-mail and then click the "Add" button. Click "OK."
- STEP 6. Click the "Move it to the specified folder" link.
- STEP 7. Select the folder into which you want to sort messages. (You can create a new folder by clicking the "New Folder" button.) Click "OK."
- STEP 8. Enter the name of the rule and then click "OK."
- STEP 9. Click the "New" button in the "Message Rules" window to create more rules; otherwise click the "OK" button.



DELETING E-MAIL FOLDERS

- STEP 1. With Outlook Express open, click the folder you want to delete in the Folder list. (If you don't want to delete certain messages in the folder, be sure to move them to another folder first.)
- STEP 2. Click "Delete" on the Outlook Express toolbar.
- STEP 3. Click "Yes" when Outlook Express asks for confirmation.
- STEP 4. To permanently delete the folder and its messages, right click the "Deleted Items" folder in the Folder list. Then click "Empty 'Deleted Items' Folder" in the pop-up menu.
- STEP 5. Click "Yes" when Outlook Express asks for confirmation and all of the Deleted Items will be permanently deleted.

