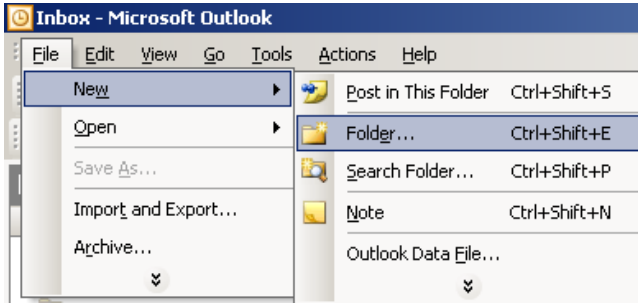
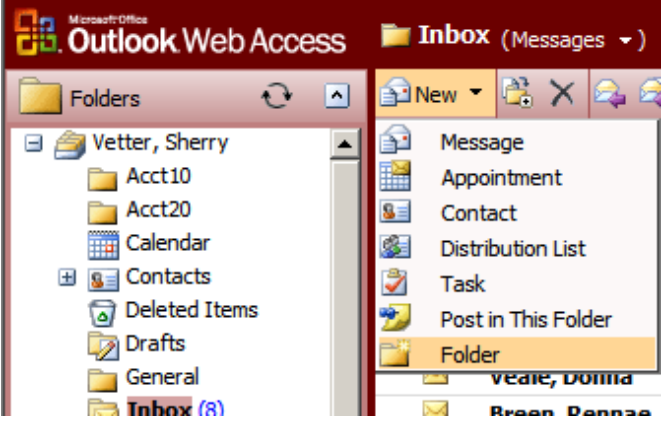
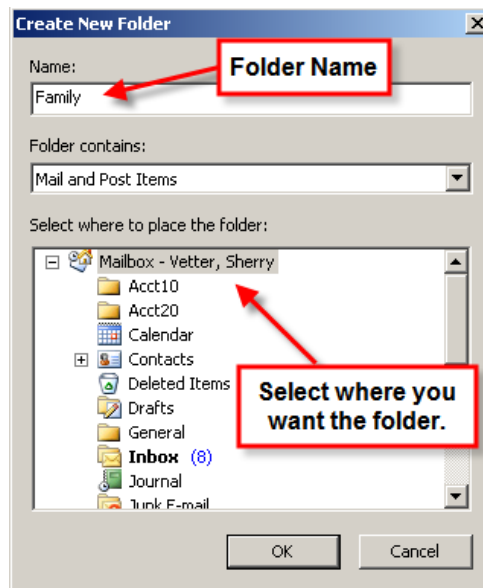


# Organizing Your Email (Outlook 2003/2007)

You can 'sort' your email into folders.

Full Outlook Instructions	Web Access Outlook Instructions
<ul style="list-style-type: none"><li>Select → File<ul style="list-style-type: none"><li>→ New</li><li>→ Folder</li></ul></li></ul>	<ul style="list-style-type: none"><li>Select → New<ul style="list-style-type: none"><li>→ Folder</li></ul></li></ul>
	

Create your folder. Be sure to indicate where you want the folder. **Warning:** You can create sub-folders within folders.



Generally, you may want to create folders within your Mailbox.

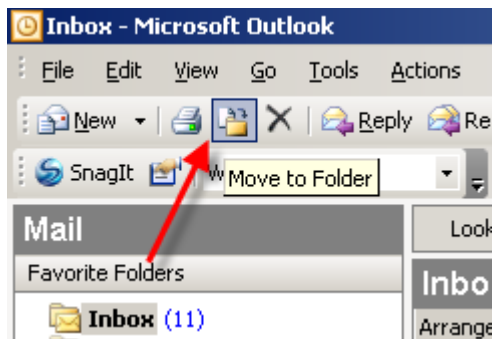
Once you have created your folder(s), you can move the emails by:

1 – dragging the email to the appropriate folder

or

2 – use the Move button

Full Outlook: Move to Folder button



Web Access: Move/Copy button

