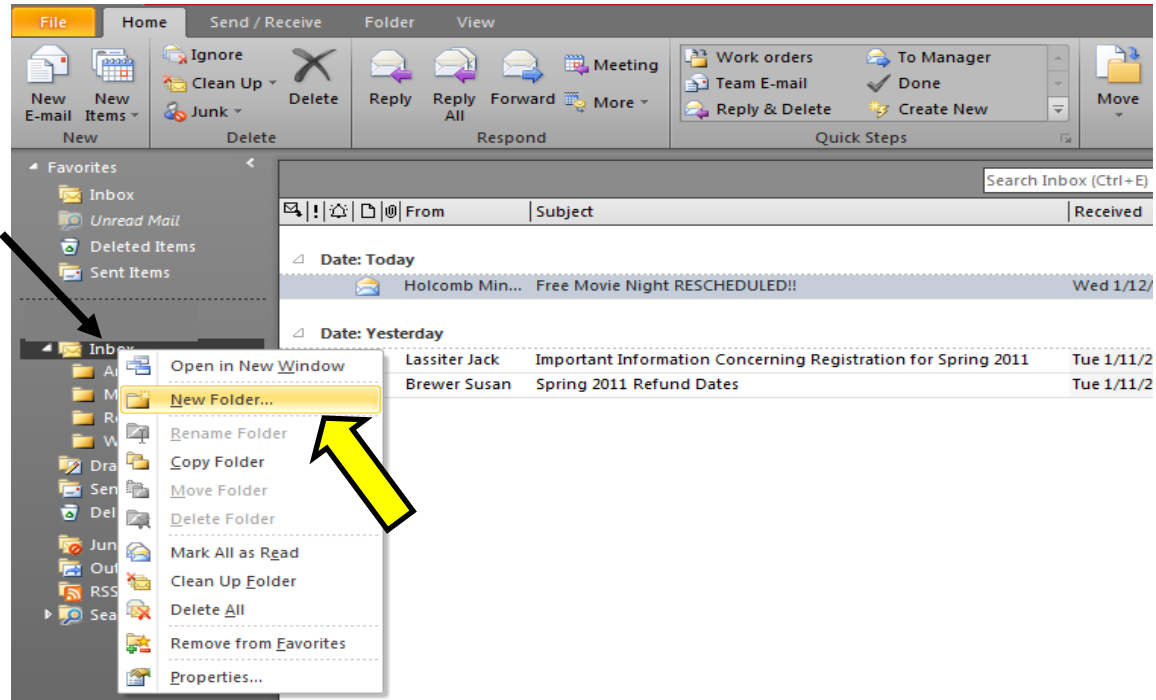


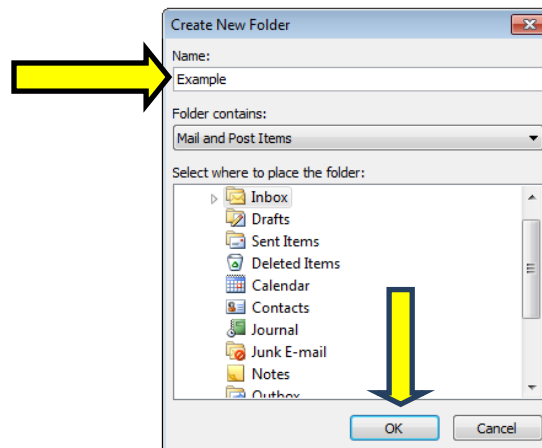
HOW TO CREATE FOLDERS IN MICROSOFT OUTLOOK

First login to Microsoft Outlook

Right click on **Inbox**, and click on **New Folder**

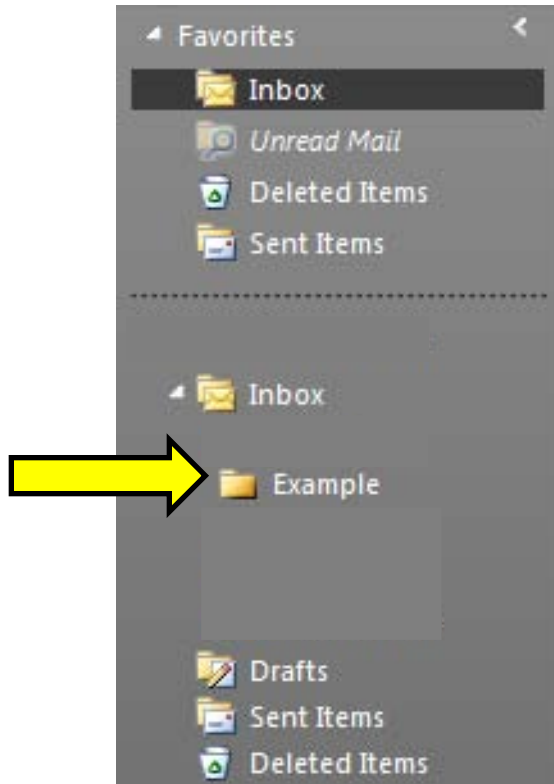


A box will appear that provides a space for you to name your new folder



Click **OK**

Now, click on the dropdown arrow to the left of your Inbox to locate your new folder.



To put e-mail messages in this folder, simply click on the desired e-mail and drag it to the folder. The e-mail message will stay there until you delete it or move it to a different location. To open the folder, simply double click on it and the contents of the folders will open.

Questions, Call the IT Call Center at 870-460-1820.