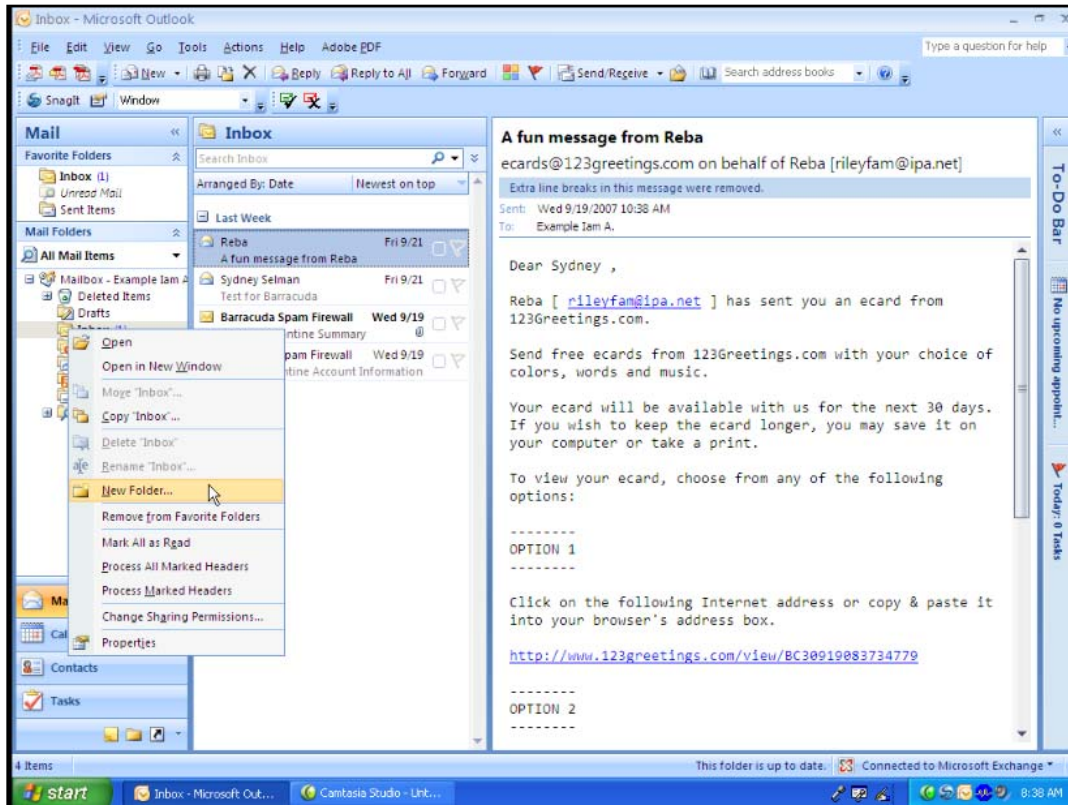


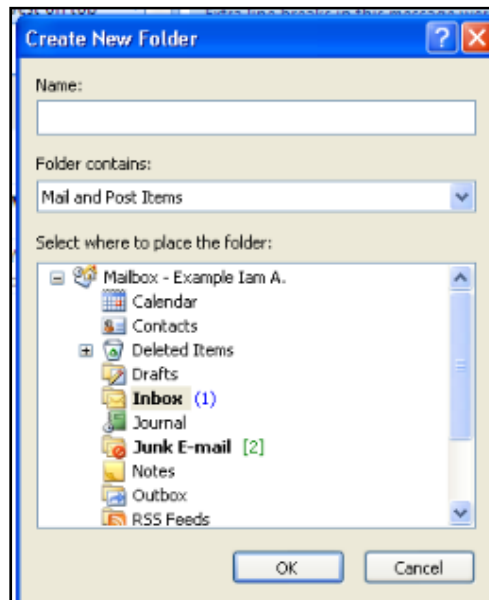
## How to Create Folders in Microsoft Outlook

First, Log in to Microsoft Outlook.

Right Click on **Inbox** and Click on **New Folder**.

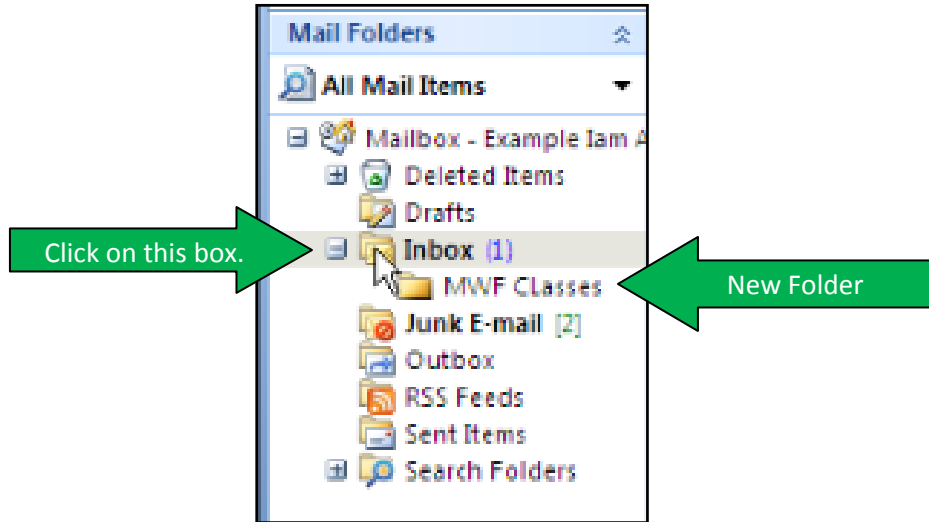


A box will appear that provides a space for you to name your new folder.



Click **OK**.

Now, click the box to the left of your Inbox. You can now see 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 another location. To open the folder, simply double click on it and the contents of the folder will show to your right.

You have successfully completed this tutorial.

Questions? Call 870-460-1820