



MS Office

Outlook

Email: Organize

You can organize your emails in electronic folders so you don't have a cluttered inbox.

You can create and delete these folders easily. Take a look at how to effectively manage your emails.

1. **Navigation Pane:** This shows your inbox, drafts, sent, and deleted items, and folders you've created.
 - **Inbox:** This shows the emails currently in your inbox.
 - **Drafts:** This folder keeps the emails you've started writing but have not yet completed or sent. Outlook automatically saves these emails until you're ready to send them. You can select an email in the Drafts folder to complete it and then send it.
 - **Sent Items:** This folder keeps a copy of all the emails you've send, in case you want to review a previously sent message. Outlook

automatically places them in the Sent folder.

- **Deleted Items:** This folder lets you retrieve any email you've deleted in the past.

Creating a Folder

2. With your mouse pointer on the Inbox folder in the navigation pane, click the right mouse button to open a pop-up menu.
3. You see a new edit field directly below the inbox. Type in the name of your new folder and press Enter.
4. Your new folder is now a subfolder in the inbox, and it's ready to store emails.
5. Another way to create a new folder is to navigate to the Folder tab in your ribbon at the top of the window.
6. Open the Folder tab with your mouse pointer or use the keyboard command of **Alt + O**.
7. Select the New Folder icon in the ribbon at the top of your window. Or when you hover over

the New Folder icon, you see the keyboard shortcut of **Control + Shift + E** to create a new folder.

8. A new dialog box opens. Type the name of your folder in the name edit field in the dialog box and then select the OK button.
9. You see the new folder in the navigation pane under the Inbox folder.

Tip: To learn how to move emails to folders, you can check out the workshop on moving and copying a message.

Deleting a Folder

10. Select the folder you want to delete in your navigation pane.
11. Use your mouse pointer to select the Delete Folder icon in the ribbon of the Folder tab.
12. Outlook asks if you want to move the folder to the deleted folders, and you can select “Yes.”

You can use email folders to help you organize your inbox. Having a place to put your emails gives you control over managing all your messages. You can explore more workshops in this series. Try them out to see which ones are the most helpful to you!