



MS Office

Outlook

Email: Move and Copy

You can move and copy emails into electronic folders to help you organize your messages.

If you haven't created folders before, you may want to check out the workshop on organizing emails.

Try it out!

Move an Email

1. Locate an email in the items list of your inbox.
2. Select and drag the email into the desired folder in the navigation pane.

Alternatively, under the Home tab in the ribbon, navigate to the **Move** section. Select it and then select **Move**.

3. In the drop-down list find your desired folder.

4. If you don't see the folder in the list, select **Other Folder**, which opens a **Move Items** dialog box.
5. Select the desired folder from the list, and select OK to finalize the move. The email is no longer in the items list and has moved to the folder. When you open the folder you moved your email to, you see your message there.

Copy an Email

6. Sometimes, you want to move an email to a folder and keep a copy in your inbox as a reminder to respond to it.
7. Select the email you want to copy.
8. While holding down the right click, drag your mouse pointer to the desired folder.
9. When on top of the desired folder, release the right mouse button.
10. Select **Copy** in your context menu by clicking the left mouse button.

11. This drops a copy of the email in your folder while leaving the original email in the inbox.
12. Alternatively, you can select the email and use the Move tool in your ribbon. In the **Move** drop-down menu, select **Copy to Folder**.
13. From the **Copy Items** dialog box, choose the desired folder in the list and then press the Enter key or select the OK button.

Now you have techniques for moving and copying an email. Other workshops in this series explore more ways to efficiently use email. Why not check several out to see which ones work best for you?