

Microsoft Outlook 2013: Managing Email with Folders

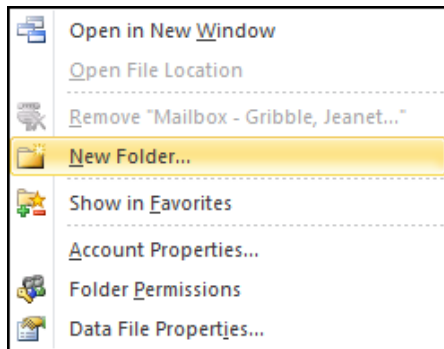
If you have a large quantity of messages or messages related to various projects that you want to keep together for easy reference, you may want to use folders to organize them. The best thing before saving any message is change the subject to reflect the details.

- Creating a New Folder & Opening Folder
- Selecting Multiple Messages & Moving Messages to Folders

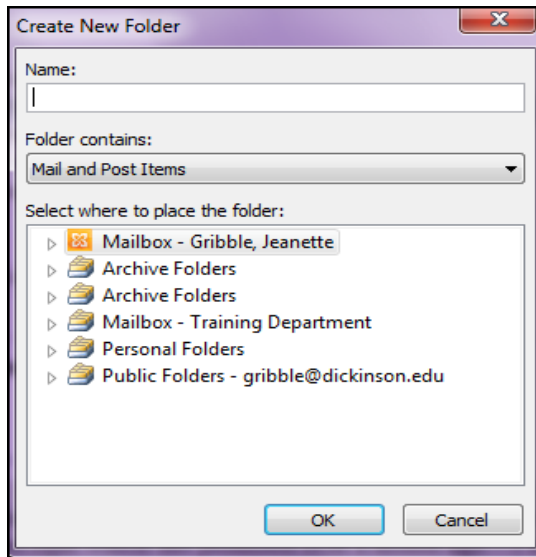
Creating a New Folder

Outlook allows you to create a new folder and then manually move items in and out of that folder.

1. Right click your Inbox, select **New Folder**.



2. The Create New Folder dialog box appears.



3. In the Name text box, type a name for the folder.

4. In the Select where to place the folder scroll box, select a folder in which your new folder will be located.
5. Click **OK**. The new folder is created and appears in your Folder list.

Selecting Multiple Messages

To save time while transferring a group of messages, you can select the whole group at once, rather than one at a time.

Selecting Contiguous Messages

1. Click to select the first message
2. Hold down the [**Shift**] key
3. Click to select the last message of the group
4. Release the [**Shift**] key. The first, last, and all messages in between are selected and can be modified as a whole.

Selecting Non-contiguous Messages

1. Click to select the first message
2. Hold down the [**Ctrl**] key
3. Click to select the next message
4. Repeat step 3 until all the messages are selected
5. Release the [**Ctrl**] key. The selected messages can now be modified as a whole.

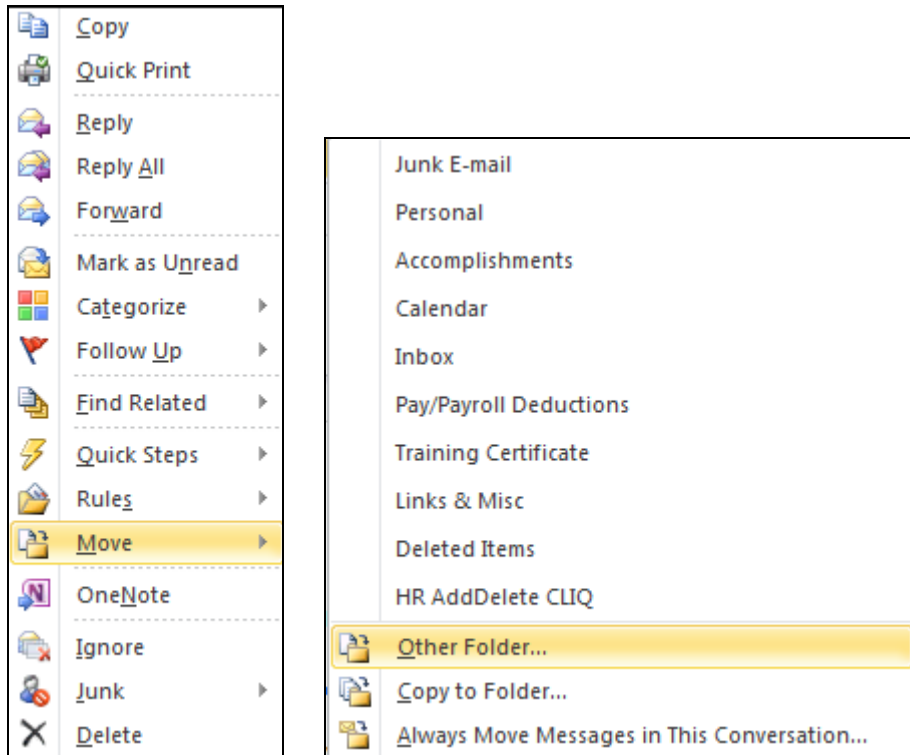
Moving Messages to Folders

When you transfer your messages to a folder, you may move them to a new folder created especially for these or to an existing folder.

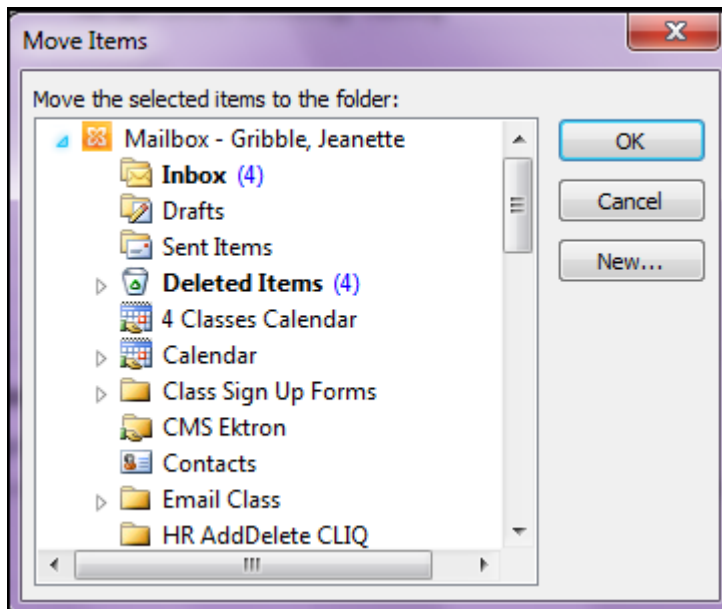
Moving Messages to a New Folder

The following steps will allow you to transfer the message and create a new folder at the same time. There is no need to create a new folder prior to this process.

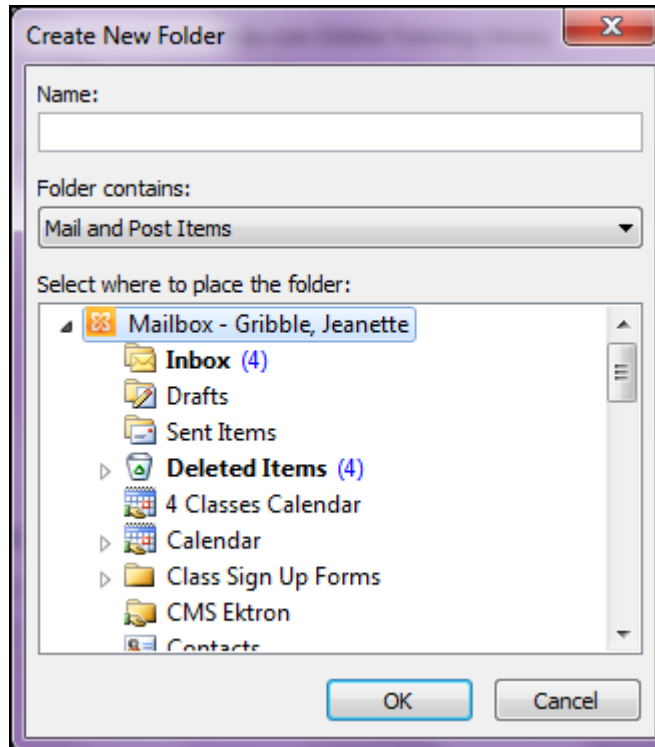
1. Select the message/s to be transferred. Right mouse click select, **Move**, then you have options to pick a folder you already have listed or **Other Folder** or **Copy to Folder**.



2. If you choose **Other Folder** the **Move Items** dialog box appears. Select the folder you want to move the message/s into.



3. You can now create a new folder by clicking on the **New** button. The **Create New Folder** dialog box appears. If you want the new folder to appear in the list under you name, be sure you name is selected as shown below. If you want to create a folder inside a folder, select that folder.



4. In the Name text box, type the folder name.
5. Click **OK**. The message/s is moved.

Moving Messages to an Existing Folder: Menu Option

1. Select the message/s to be transferred.
2. Right click the message, select **Move to Folder**.
The **Move Items** dialog box appears. Select the desired folder
3. Click **OK**

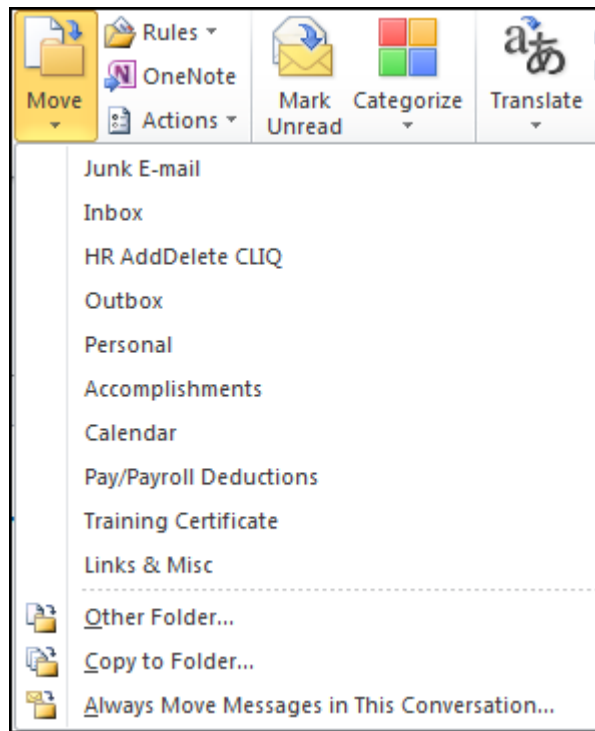
Moving Messages to an Existing Folder: Drag and Drop Option

1. In the list of folders, locate the target folder you want to drag your messages into.
2. Select the message(s) and drag by holding the mouse down as you move across the screen. When you are dragging message/s a small rectangle box will appear as you are moving across the folder area.



Moving Messages to an Existing Folder: Message Option

1. Open the message to be transferred. In the **Message tab**, the **Move** group, select the desired folder.



Opening Folders

You can easily view the contents of your folders.

1. In the Navigation pane, locate the desired folder
2. Select the folder, the contents of the folder are displayed to the right.