



CREATING WORKING FOLDERS IN MICROSOFT OUTLOOK 2010

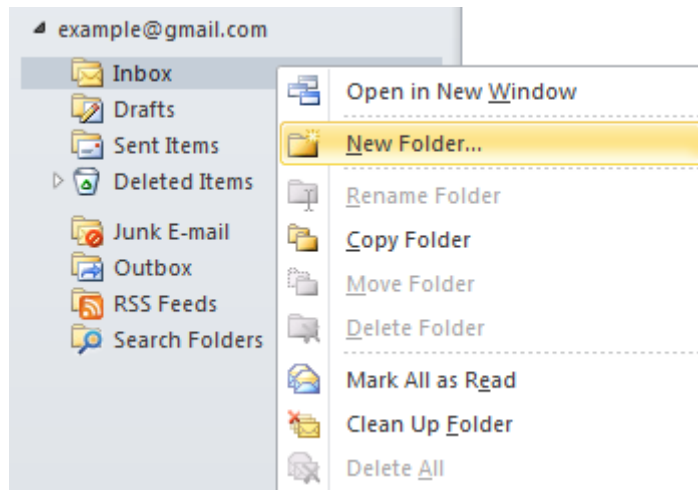
In Microsoft Outlook you can create new folders in the left-hand sided navigation area. Follow the steps below to create working folders to organise your action, reading and waiting emails. Don't forget to also create an 'archive' folder if you don't already use one (a temporary measure until we teach you to setup your killer archive system).

HOW DO I CREATE WORKING FOLDERS?

Follow the instructions below to create the folders you need.

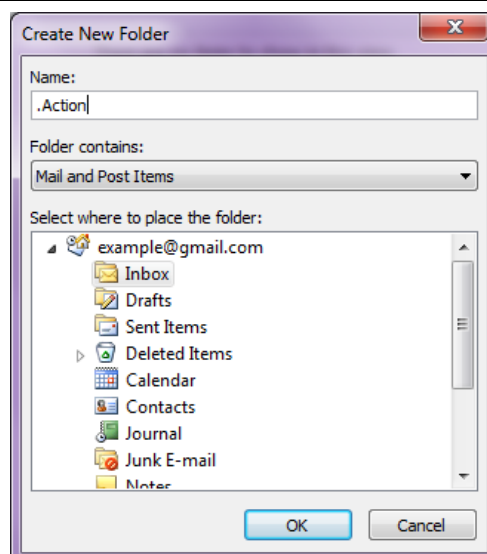
Note: instructions may differ slightly if using other versions of Microsoft Outlook

Right mouse click on **Inbox**, then left mouse click on **New Folder...**



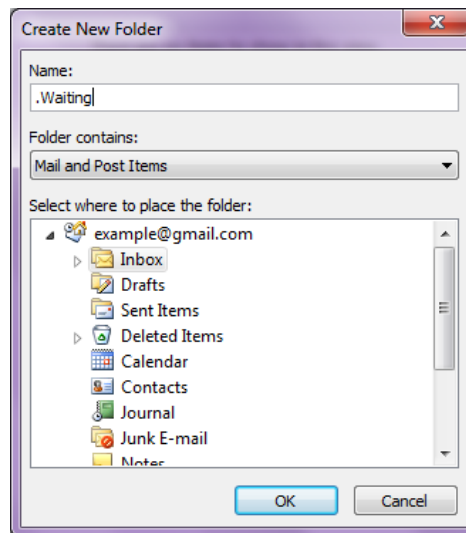
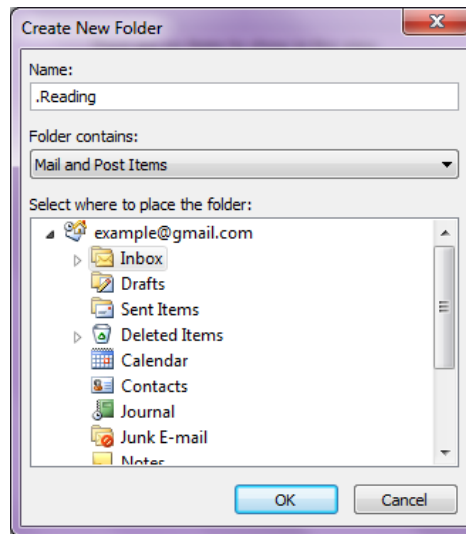
A dialog box will open with the title **Create New Folder**.

Type **.Action** into the **Name** field.





Repeat steps above to also create **.Reading** and **.Waiting** folders under your Inbox.

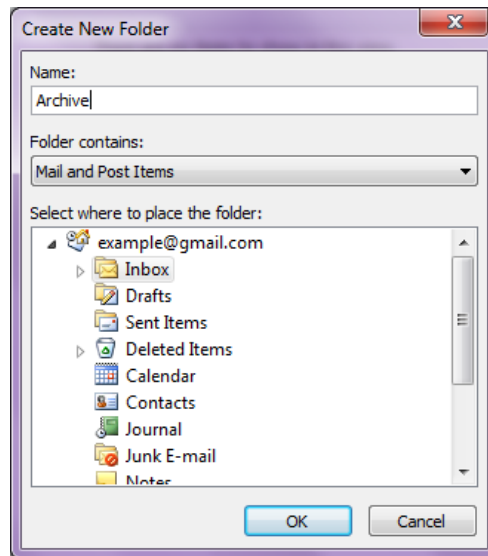




If you need an Archive folder, then repeat steps above to create one.

Don't use a full stop because the Archive folder is to sit below your 3 working folders.

Nb. Creating this folder is only needed if you have no current personal archive folder structure.



When you have finished your setup, your folders should look like this.

