



CREATING WORKING FOLDERS IN MICROSOFT OUTLOOK FOR OFFICE 365

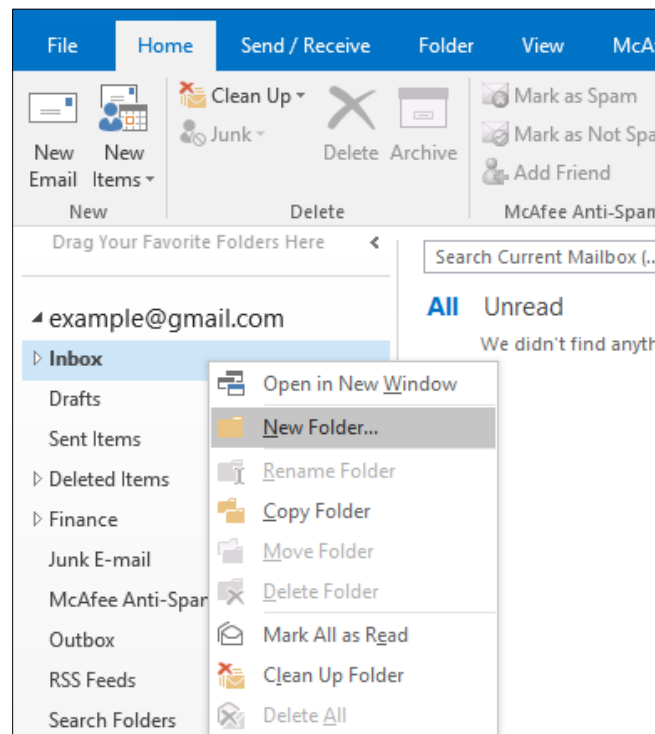
In Microsoft Outlook you can create new folders in the left-hand sided navigation area. Follow the steps below to create working folders to organise your action, reading and waiting emails. Don't forget to also create an 'archive' folder if you don't already use one (a temporary measure until we teach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

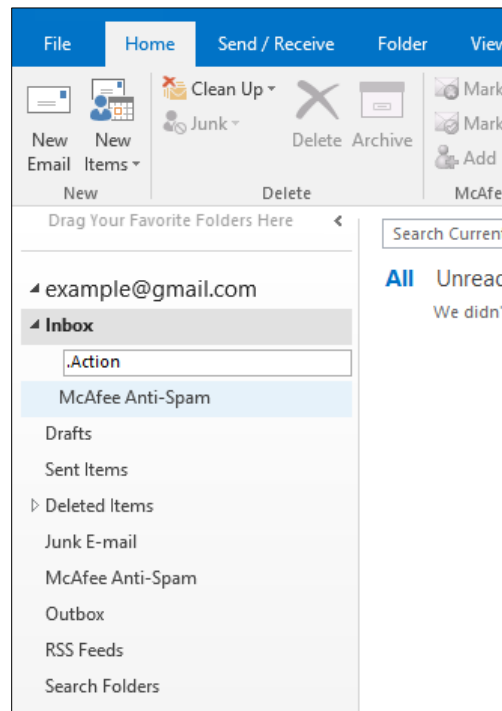
Right mouse click on **Inbox**, then left mouse click on **New Folder...**





A new blank text field will appear below the **Inbox**.

Type **.Action** into the field and press enter.



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 an Archive folder is only needed if you have no current personal archive folder structure.

