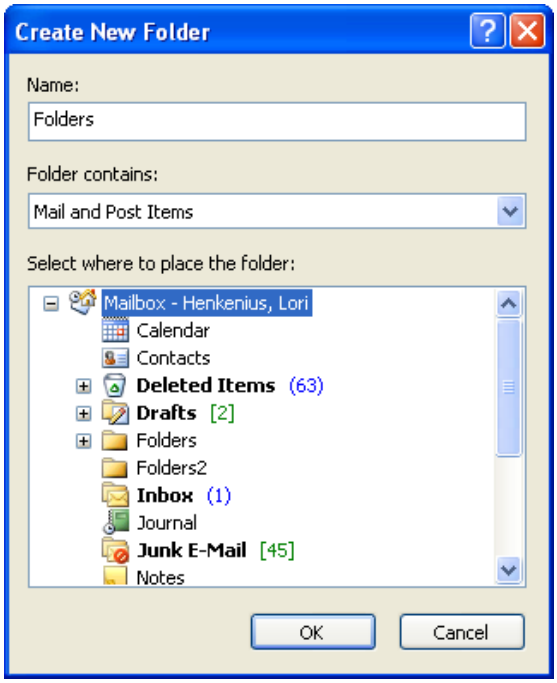
Organizing E-mail Messages

Organizing your e-mail messages in the *Inbox* into subfolders has many benefits. The first benefit is it will assist you when it comes time to locate a particular e-mail message. You can create subfolders in Outlook that represent an activity, a person, or a category and move your e-mails into the subfolder. The second benefit is that it removes the e-mails from your *Inbox* which will make Outlook perform quicker both in the client mode and especially in the Outlook Web Access mode (OWA).

Creating Subfolders for E-mails Messages

1. Choose the Mail button on the Navigation bar.
2. From the Menu bar, choose **File**, **New**, **Folder,** to open the Create New *Folder* dialog box.
3. In the Name box, enter a name for the subfolder.
4. From the *Folder contains*: list, select a relevant Outlook item. For e-mail messages select *Mail and Post Items.*
5. From the *Select where to place the folder* : list, select the Mail item you want to store the subfolder in. If you want the folder to display along with the other mail folders such as Drafts, Inbox, Outbox, etc., select *Mailbox – [Your name].*
6. Click **OK**.



Moving E-mail Messages into a Subfolder

After creating subfolders you can then move the e-mail items into the folders. You can do this using the drag n drop method moving the e-mail into a folder, or by right-clicking on an e-mail and selecting *Move to Folder …* and selecting the folder to move the e-mail into or, you can open the email and select the **Move to Folder** option on the ribbon In the Actions group, then select the destination folder.

Arranging and Sorting

You can arrange the items in your Folder Contents list based on criteria, such as the date, the sender's name, or the subject. You can also sort items in ascending or descending order. By default the messages in the *Inbox* are arranged by date and are grouped by the date received. The newest messages appear at the top of the Folder Contents list.

Selecting an arrangement

From the Menu bar, choose **View**, **Arrange By**, and then choose one of the predefined arrangements described below.

Arrangement	**Description**
Date	Groups and sorts messaged by date. This is the default arrangement.
Conversation	Groups messages by message subject or thread. The sorting order of items in the threads is based on who replied to whom, and the sorting order of the groups is by date.
From	Groups messages by names on the From line and sorts by the received date.
To	Groups messages by the name on the To line and sorts they by the received date.
Categories	Groups messages by categories and sorts by the received date.
Flag: Start Date	Groups messages that are flagged by their start dates.
Flag: Due Date	Groups messages that are flagged by their due dates.
Size	Groups messages into the following categories and then sorts the messages by size.
Subject	Groups messages alphabetically by subject and sorts them by the received date.
Type	Groups messages by item type, such as e-mail messages, task requests, and meeting requests, and sorts the items by received date.
Attachments	Groups messages by e-mail accounts and sorts by the received date.
E-mail Account	Groups messages by e-mail accounts and sorts by the received date.
Importance	Groups messages by Importance (High, Normal, and Low) and sorts by received date.

Show in Groups

By default, *Show in Groups* is turned on. This will group your e-mail by the arrangement selected above. To turn *Show in Groups* off, choose **View**, **Arrange By**, and click on **Show in Groups.** This is like a toggle, so to turn it back on use the same steps.