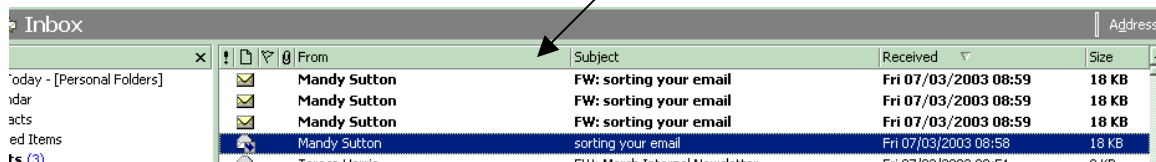


Find that email!

Does your inbox get clogged up with lots of email so you can't find the one you want?

In Outlook or Outlook express, you can sort out your inbox to find that mail.

- Clicking on the headers will sort the mail by that category
- Clicking again reverses the order



- Press **Home** on your keyboard to get to the top of the list.

Organise your emails!

Create folders to organise your email:

<p>In Outlook:</p> <p>If not already visible, display the folders list by clicking: View, Folder List</p> <p>Right Click on Personal folders</p>	<p>In Outlook Express</p> <p>If not already visible, display the folders list by clicking: View, Layout, Folder list</p> <p>Right Click on Local folders</p>
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- Choose New Folder
- Name the folder
- You can drag and drop items displayed on the right of the screen into the new folder on the left

OUTLOOK EXPRESS

To create an “out of office” auto reply:

- Create a folder in My Documents called Email Templates
- Open Outlook Express
- Create a New Message to no-one
- Write your out of office message
- File save as – save in the folder you created in step 1
- Close the message.
- Tools – Message Rules – Mail - New
- Choose an option from the section 1
- Usually the last option (For all messages) will be appropriate
- Choose “Reply with Message” from section 2
- Click the underlined message in section 3
- Choose the message you need
- Give the rule a name
- Click OK

Don't forget to cancel the rule when you get back!