

## Organise your emails!

Create folders to organise your email:

In Outlook:

- If not already visible, display the folders list by clicking: **View, Folder List**
- Right Click on Personal folders

In Outlook Express

- If not already visible, display the folders list by clicking: **View, Layout, Folder list**
- Right Click on Local folders

- 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