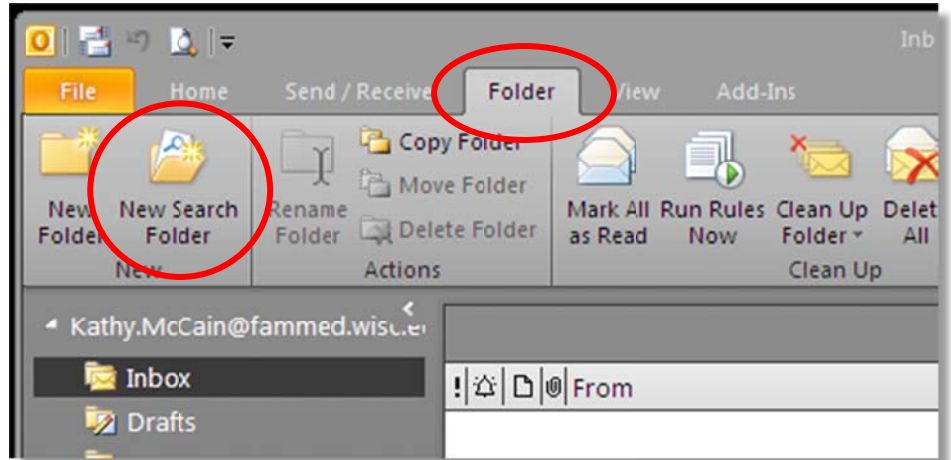


Creating a Search Folder for Unread Messages

Click the Folder tab

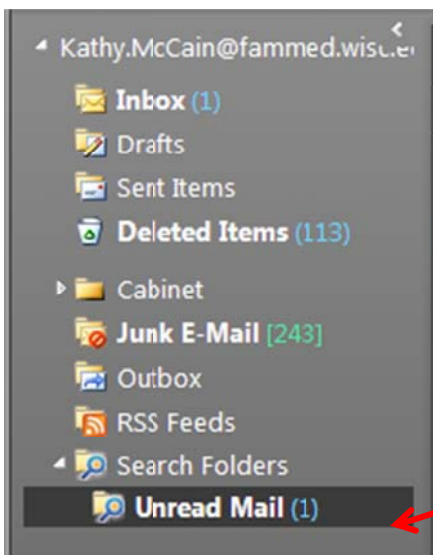
Click New Search Folder



Highlight Unread mail



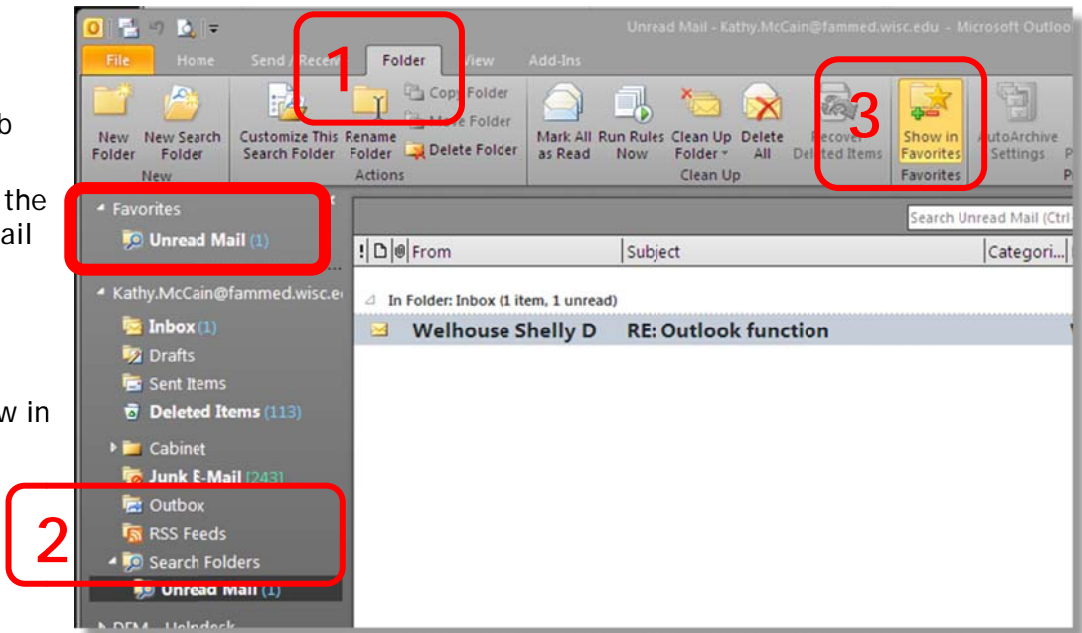
Click OK



You will now have an Unread Mail folder in your Search Folders

Want this Unread Mail folder to be on the top of your Inbox??

1. Click the Folder tab
2. Highlight the Unread Mail folder in Search Folders
3. Click Show in Favorites



Don't have a Favorites area in your Navigation Pane??

1. Click the View tab
2. Click the Navigation Pane button -- Make sure there is a ✓ next to Favorites

