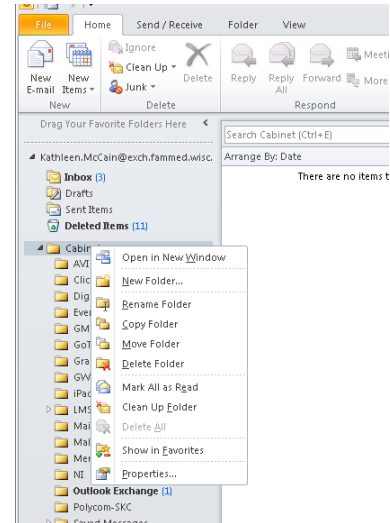


# Using Folders

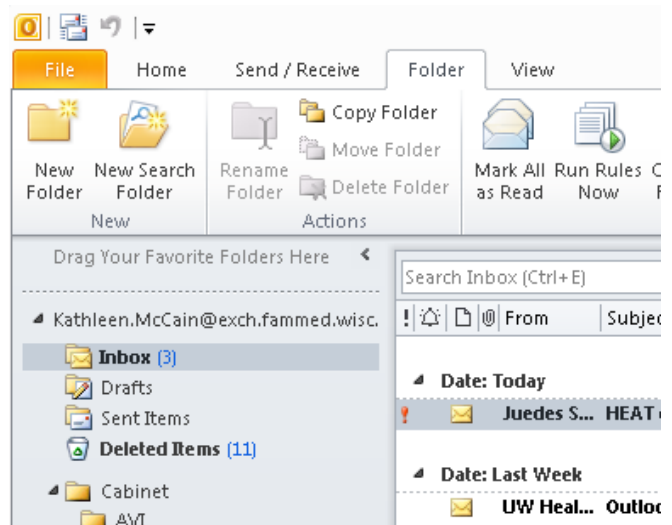
You can really cut the Inbox clutter by creating and using individual folders to organize Outlook messages. Folders can be created under your mailbox account or under your Cabinet.

And they're simple to create. One way is to right-click over a folder, the cabinet, or the account name ... and pick New Folder from the menu.



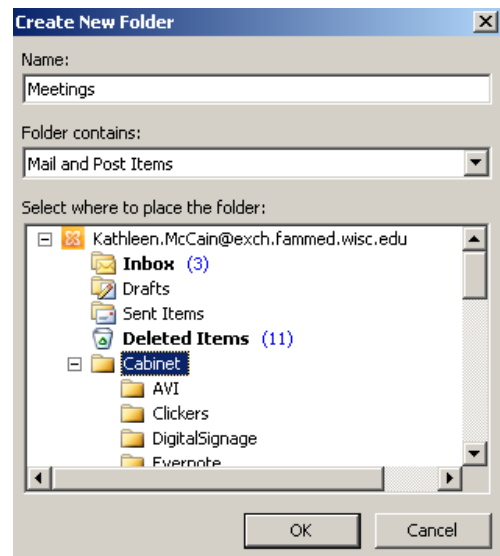
But this is Outlook 2010 which uses the Ribbon to organize common commands ... such as those needed to create and manage folders.

From the Folder ribbon, click New Folder



Type a name for the folder ... then choose the location where it should be created ... for instance it could be placed within the Inbox folder ... or among the other account folders.

When ready, click OK. You can create as many folders as you like.



These folders really help to keep things organized. Simply drag messages into a folder ... or within an open message, click the Move button ... then the desired folder.

