OPS Technology Trainers Tip

Tech Tip 4- Organizing Your Outlook- Emails with Folders

EMAIL Mickey.Weiand@ops.org IF THIS MESSAGE SHOWS UP IN YOUR JUNK MAILBOX
You can find your Junk Mailbox by clicking More--Junk Mail:

More Junk Email 7

Tech Tip: I like to create folders to organize my Outlook- Email. After I read an email, I move it to a folder. I have created a variety of folders to keep myself organized. For example:

Respond Later- I move an email that I can not answer right away because I may need to do some research, find an answer, or think about my response.
Follow Up- I have responded, but I want to follow up to see if an action was taken or a solution worked before I delete the message.
Explore Later- I move an email if someone sent me some links or resources that are not pressing, but may be interesting to learn about later.
Note: You already have some natural folders such as Deleted Items and Sent Items.

You can see in my screenshot below that I also move emails to folders based on a topic. This allows me to keep my inbox empty, except for emails I have not read. If you want to learn how to create folders to work for you, click HERE for a video or view the screenshots below.
1. In your Outlook- Email find your Name in the left navigation pane. *You may have to click MORE to see your name.*

2. Right click (MAC: Control + Click) on your name and select **Create new folder**.

3. Name the folder.
4. If you want the folder to be viewable up in your favorites you can Right click (MAC: Control + Click) and select **Add to Favorites**.

5. Now you can click and drag emails to the new folder.
6. If you move it to the wrong folder or want to move it to a different one, open the folder and click/drag to a different folder.

**HAPPY ORGANIZING!!**

Thanks,

OPS Tech Training Team
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