

Organizing your emails in Folders

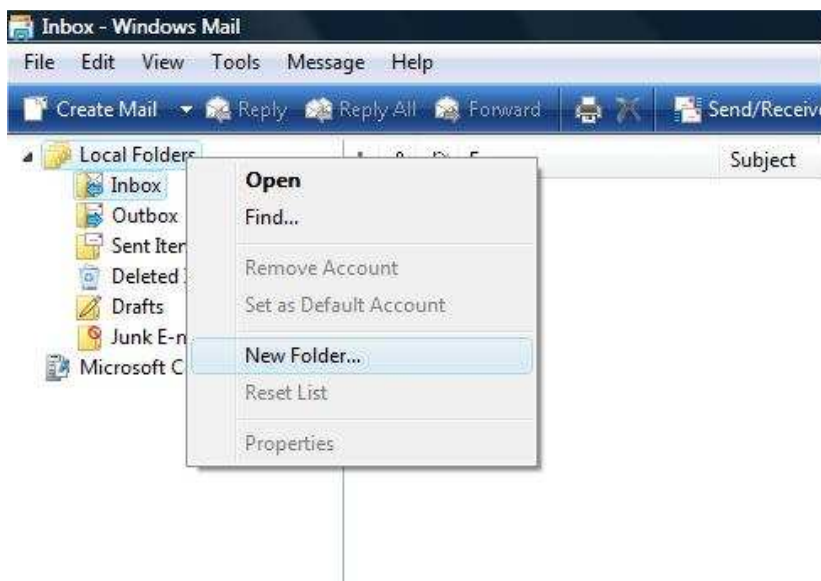
If you've decided not to delete an email, then it must be worth keeping. If you intend to keep it for some time - or even for ever - then it's advisable to store it in an identifiable place, like a pigeon-hole in a writing-desk. Your computer refers to stores of similar things as 'folders.' You can have folders for your photographs, folders for your music etc. etc. and you should have folders for your favourite or important emails.

I know many people - people who have been using email for years - who leave all their emails in the Inbox. This can add up to hundreds in a short space of time and when it comes to looking for a particular mail these people have a long trawl to find what they want.

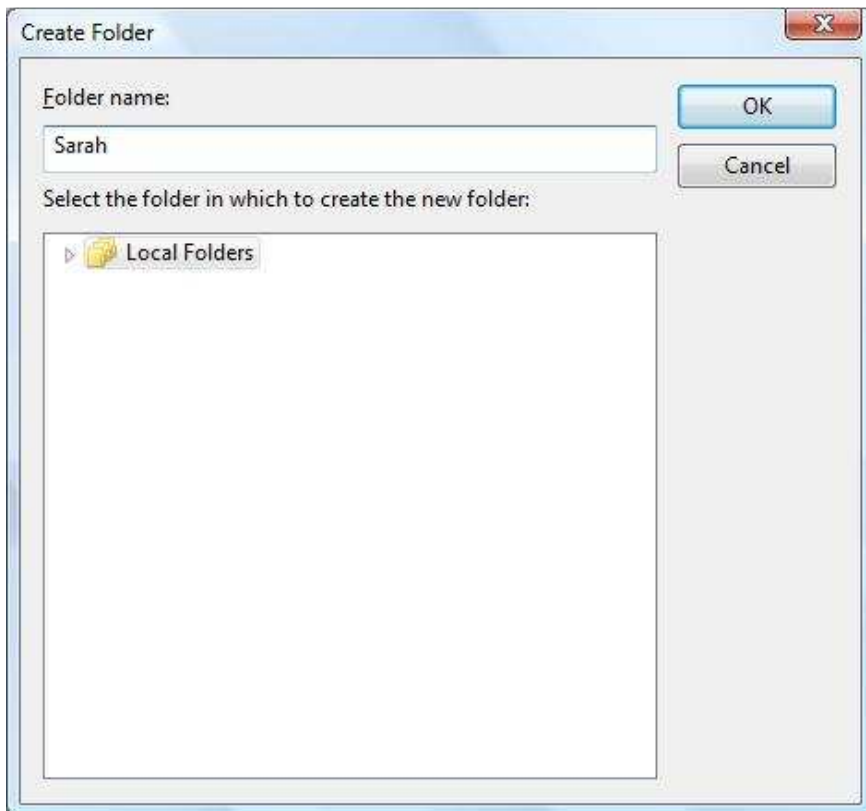
These people - friends and relations - always tell me "*I know where things are like this.*" I ask them to picture all their letter mail piling up on the doormat over a year....two years....and then having to find an important invoice, or a card a loved one sent. Oh yes, we know where things are - they're in that heap!

So here's some practice at making a couple of folders, one to keep the emails that Sarah sends and another for emails from Bob.

Windows has already made some folders for your mail, but we need to make our own. At the top of the list of folders (on the left) point to Local Folders and **right-click**.



Remember that right-click gives you options and a menu of options appears. Move down this menu to find New Folder... and (left) click on it.

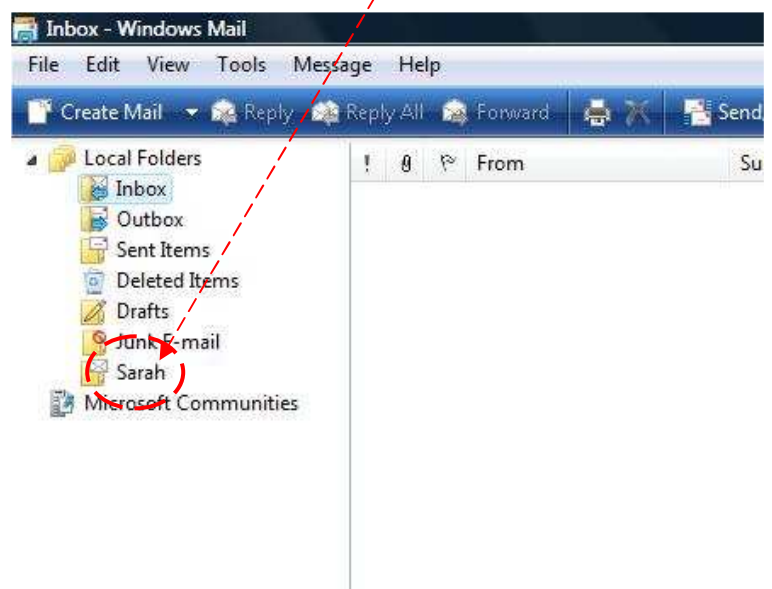


The Create Folder window opens in the middle of the screen.

Type the name for the folder - in this case, it's 'Sarah' - and click on OK.

You'll see that a folder called 'Sarah' now appears in the list of folders.

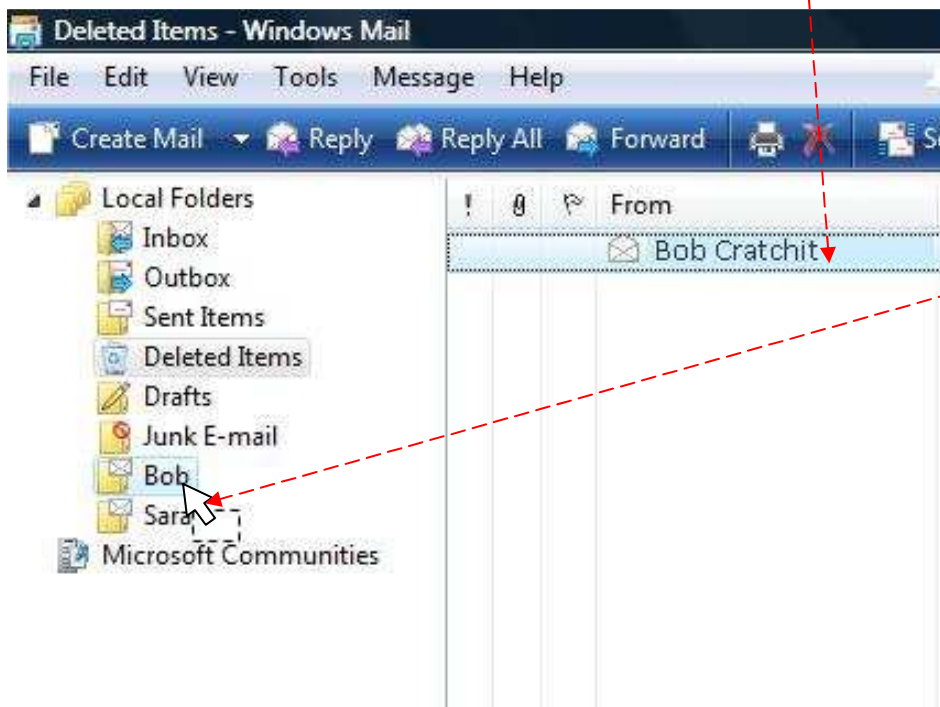
Inbox, Outbox, Sent Items, Deleted Items, Drafts and Junk E-mail are folders already provided for you. You can't change these. Any folders that you make will be added below this list.





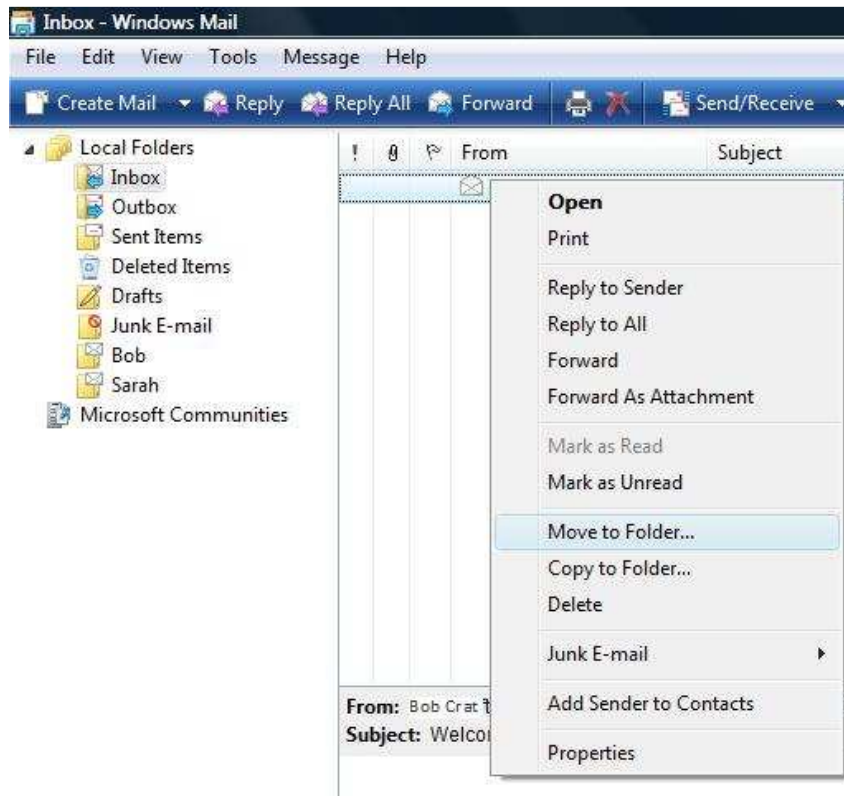
When we add another folder 'Bob' you can see that the new folder has been placed above 'Sarah'. The folders that we make will be organized alphabetically.

To get one of Bob's emails into the Bob folder, you can drag'n'drop the email. Point to the email - anywhere along the line of the mail - and **hold**



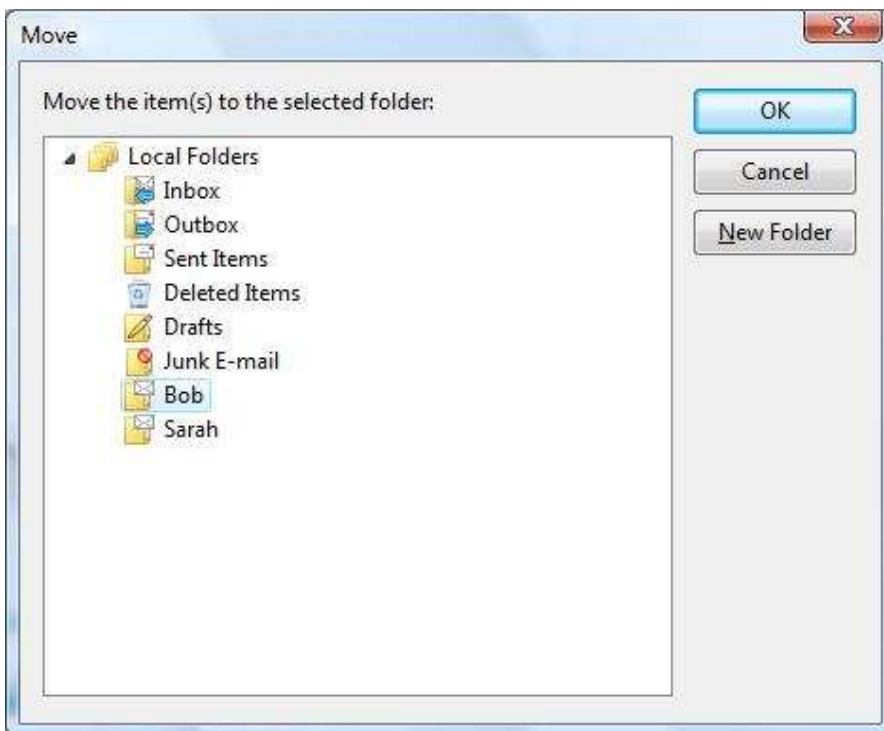
down the left button. Now drag on the touch pad towards the Bob folder. You'll see a little 'ghost' moving with the pointer. When the arrowhead is pointing to the folder i.e. 'Bob' you **first** let go of the touchpad and then let go of the left button. This puts the email into the folder.

You may prefer this method, using the right-click menu.



Point to the email and then right-click. Move down the menu to Move to Folder... and (left) click on this.

This window opens and you can choose which folder to move to.



Click on 'Bob' and then OK

This is a more reliable way of moving an email if you're not happy with 'drag'n'drop'.

(On a touch-pad drag'n'drop takes two hands...and touch-pads can be very 'touchy'!)