

# Organizing and Finding Messages

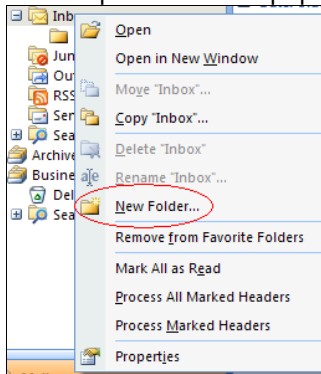
## **About Organizing and Finding Messages**

By default, all incoming messages are placed in the Inbox folder. Outlook® gives you the ability to set up new folders for messages, e.g. a folder to hold all messages from Bright Ideas. By organizing your messages into separate folders, it makes it easier to find messages later.

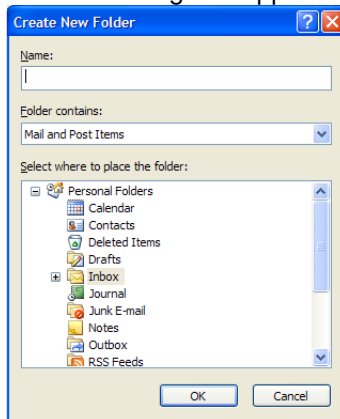
## **How to Create a Folder**

To create a new folder:

1. **Right-click** on the Inbox folder in the **Navigation Pane**.
2. Select the **New Folder** option from the pop-up menu.

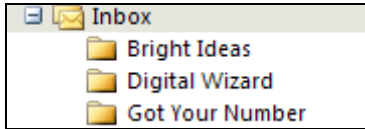


3. The **Create New Folder** dialog box appears:



## Organizing and Finding Messages

4. Type the name of the new folder, e.g. Bright Ideas, in the **Name:** text box.
5. Click the **OK** button to close the dialog box.
6. The new folder will appear as a sub-folder of the Inbox.



Hint: You can also create a folder by pressing **Ctrl+Shift+E**, or by clicking the down arrow on the right-hand side of the **New** button and selecting **Folder** from the drop-down menu.