

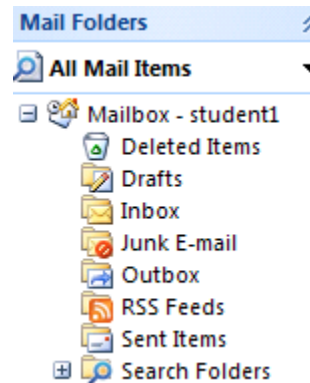
Microsoft Outlook – Mail Folders Explained



Mail Folders Explained.

The different Types of mail Folders.

Preview: Mail Folders

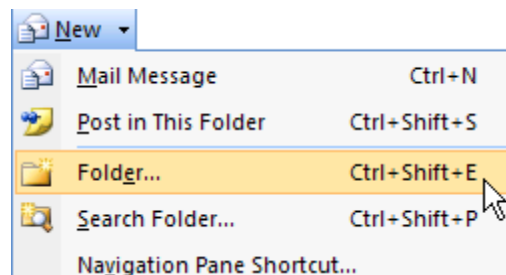


- Deleted Items:** Contains deleted Outlook items such as, email, contacts and tasks.
If items have been deleted by mistake they can be restored from this folder.
- Drafts:** Contains emails that you have created and saved that has not been sent.
- Inbox:** Consists of email messages that you receive from other users.
- Junk E-mail:** Consists of messages that are marked as junk.
- Outbox:** Consists of messages that are waiting to be sent, normally when you have no network connection.
- RSS Feeds:** Feeds, also known as RSS feeds, XML feeds, syndicated content, or web feeds, contain frequently updated content published by a website. They are usually used for news websites, but are also used for distributing other types of digital content, including pictures, audio files, or video.
- Search Folder:** Search Folders are virtual folders that contain views of email items.

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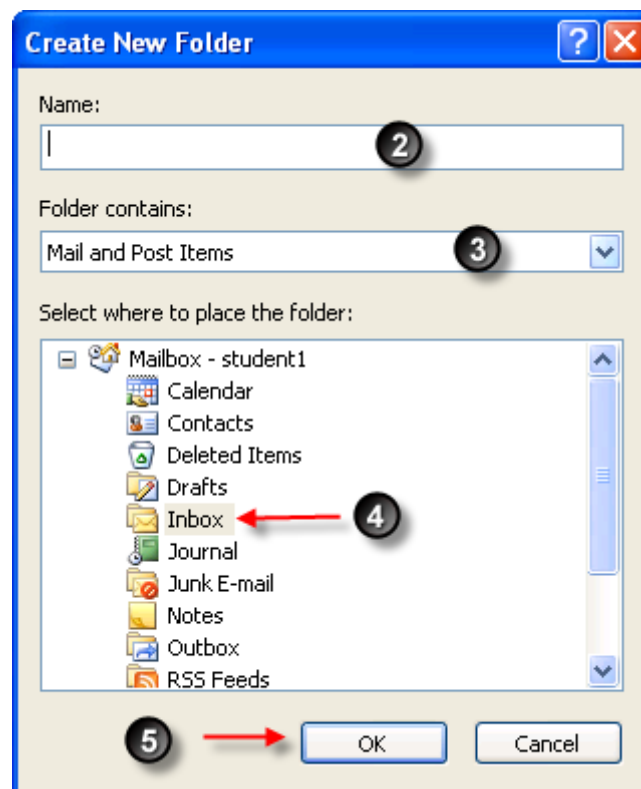
Creating a Folder.

1. Select **File**
→**New**→**Folder**.



The **Create New Folder** Dialog box will be displayed.

2. **Enter** a name for the new folder.
3. **Select** what type of Outlook Item the folder will contain.
4. **Select** the location to place the folder.
5. **Click** Ok.



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Deleting a Folder.

Removing a folder from the folder list.

1. Highlight the folder that you wish to delete.
2. Select from the menu the option **Delete**.
3. Outlook will display an information dialog box to warn that the folder will be moved to the **Deleted Items folder**.

If you have chosen to delete the folder in error it is still possible to cancel the delete operation by selecting the **No** option on the dialog box.

