

Microsoft Outlook – Creating a Sub

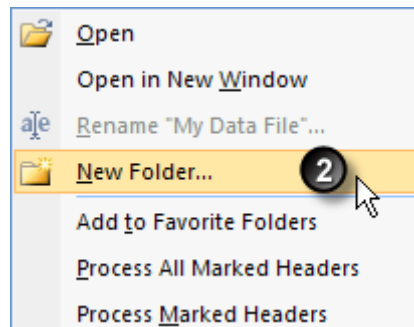


Creating a Sub-Folder within Data Folder.

1. Select the folder that you wish to create the sub-folder in.

2. **Right** click on the mouse.

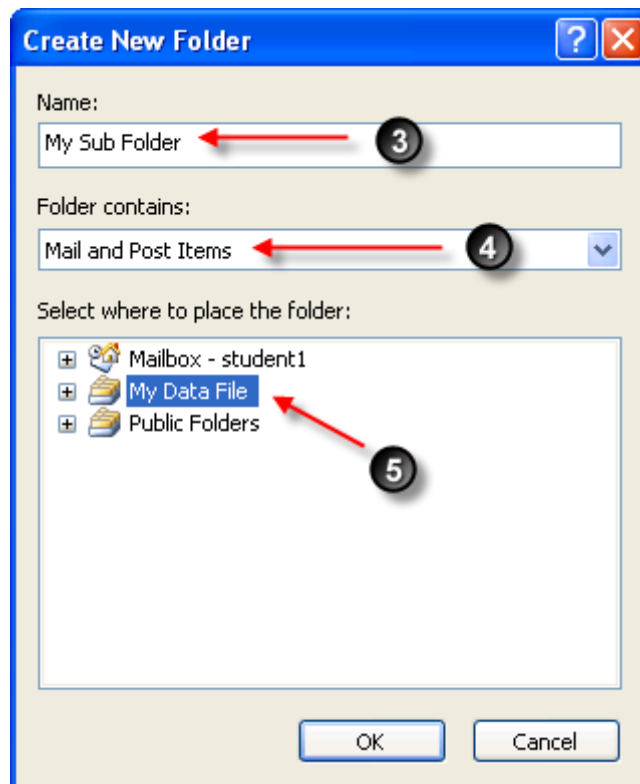
Select **New Folder**.



3. **Enter** a name for the folder.

4. **Select** what type of Outlook Item the folder will contain.

5. **Select** the location to place the folder.



Click Ok.

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Closing Data Folders.

1. Select the Data Folder that you wish to close.
2. **Right** click on the mouse.

From the sub-menu select **Close** "My Data File"

