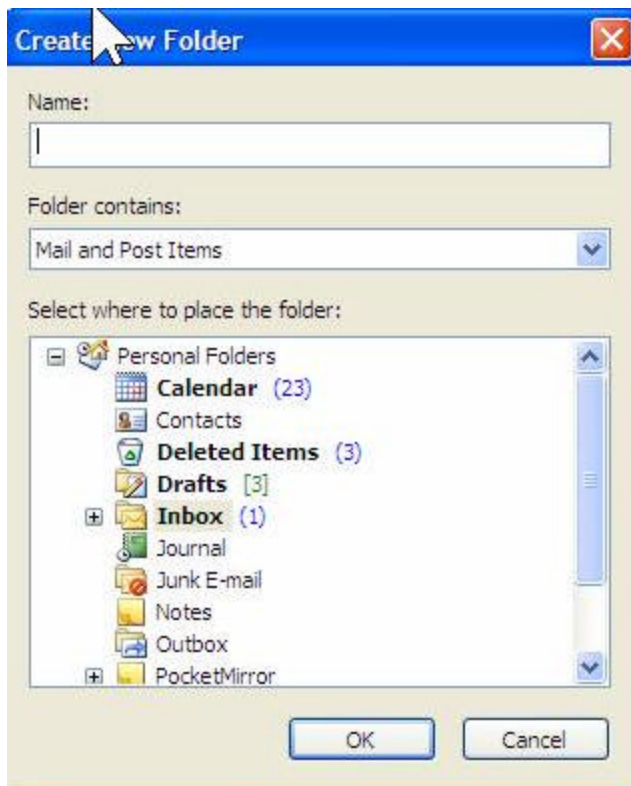


## Setting Up Multiple E-mail In-Boxes/Folders in Outlook

How do you set up multiple mail boxes? Simple.

1. While in your Inbox, you can either hit Ctrl+Shift+E, or click on "File/New/Folder", or RIGHT click on the folder itself (this only works if you have the folder view showing, the other two techniques always work).

The dialog box below appears.



2. Type in a name for the new folder. Could be "Boss" or "Team" or "CC" or "Family". (If you're wondering which to create, just look through your inbox for the next couple days - it'll be obvious.)

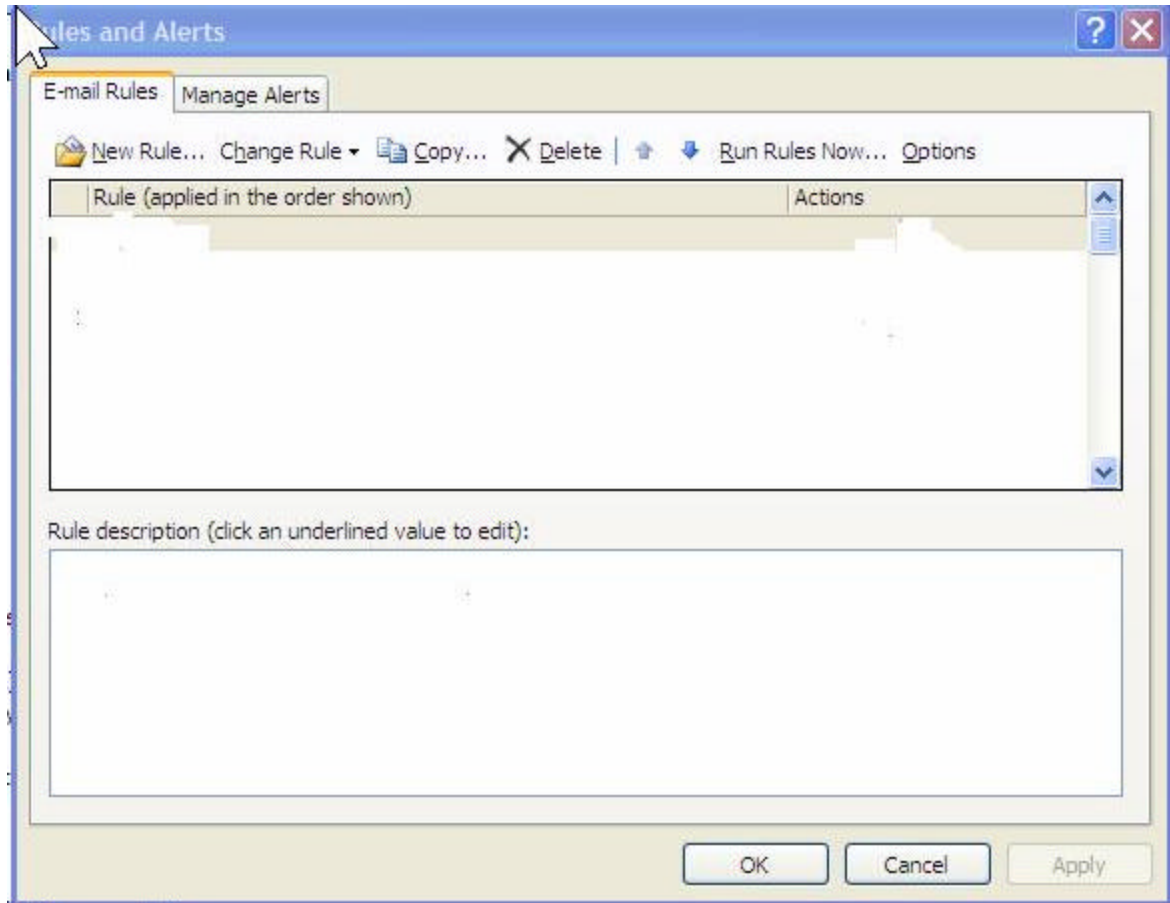
3. Make sure you click on "inbox" in the bottom part of the window - you may be able to just BARELY see mine highlighted. That tells the program you want this new inbox to be INSIDE your inbox. **If you've never done this before, you WON'T have that little plus sign on the left of your inbox. This is a picture of MY inbox, and I collapsed it so you wouldn't see all 40 or so of them.** I do always leave them all open, so I can see which ones have mail in them, but I collapsed them to make it look like yours.

4. Click ok.

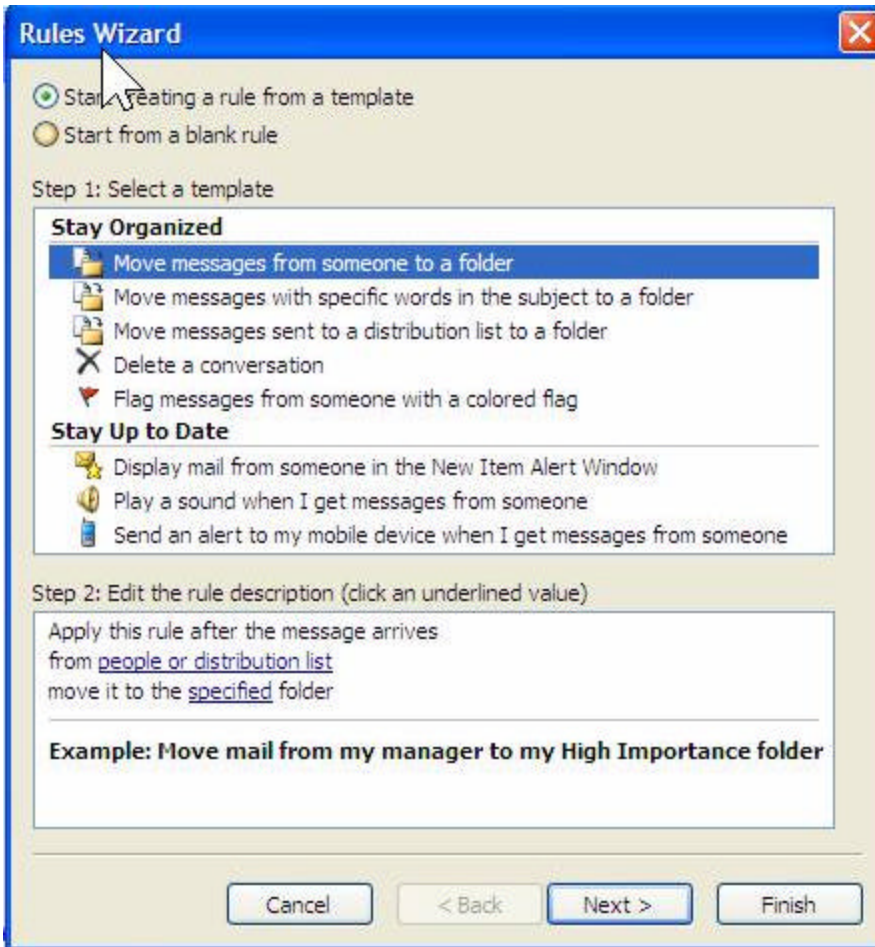
5. You'll find a new folder with whatever title you gave it underneath your inbox.

Okay, what **good** is that folder? **Now you have to set up rules to have mail that comes in to you moved to that folder. This is easy too.**

1. In Inbox, Click on "Tools/Rules and Alerts". The dialog box below appears.



2. Click on the "New Rule" Button, and this dialog box comes up:



3. You should be able to figure it out from here. It's probably easier for you to use the template choice. In step 2 at the bottom of the window, you'll click on the underlined "people or distribution list" and up will come a window of everyone on your corporate system, and you choose who you want, or you can type a specific mail address in (if they're someone else, like me... maybe you want to delete mail from me!!!). Then you click on the "specified" link, and it shows you all the folders you have (though you can create a new one). Click on one, follow the last couple steps, and you're done.