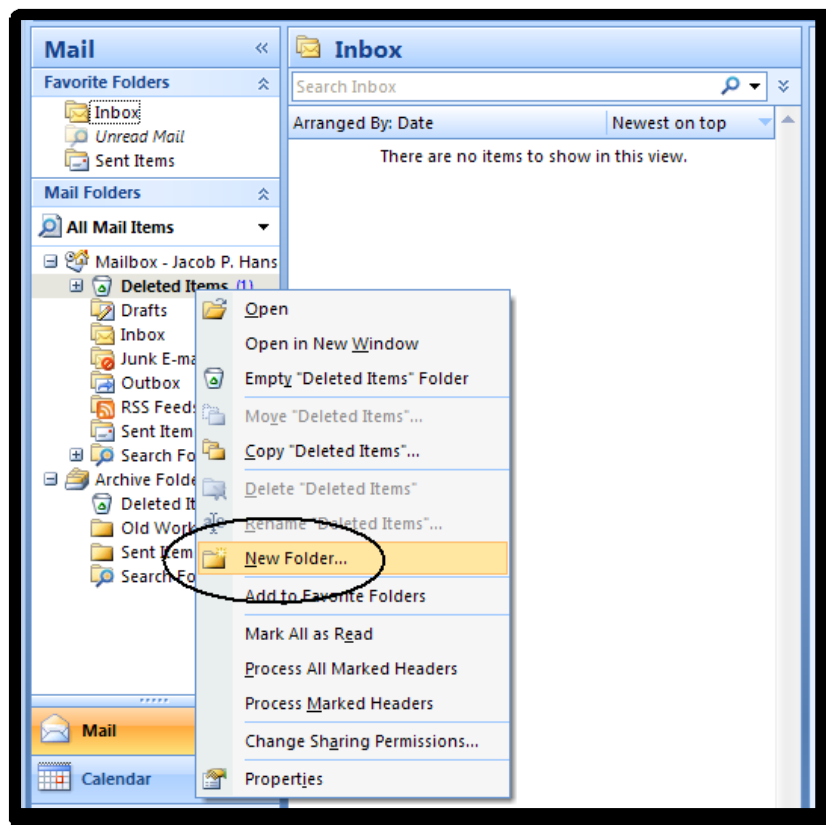
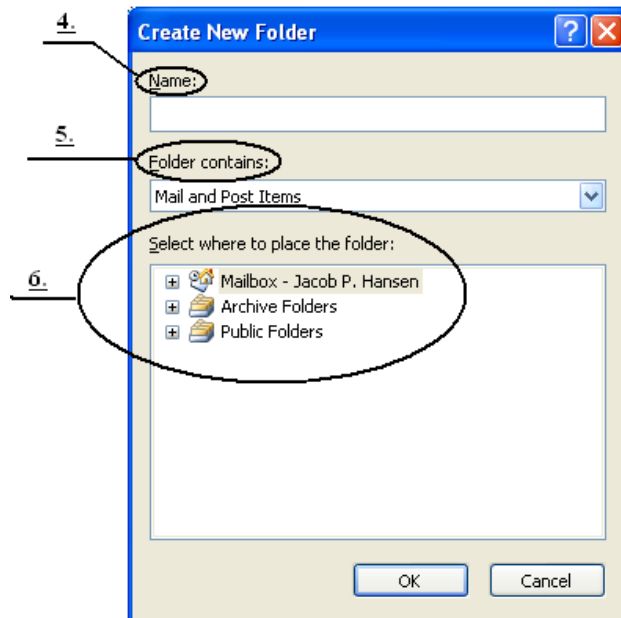


## How to Create a New Folder in Outlook Express

1. Open Outlook.
2. In the “Mail Folders” field (located on the far left of Outlook), right click on “Mail Box.” A menu should pop up to the right of the mouse pointer.
3. Click on “New Folder” in the popup menu. The New Folder window should pop up.



4. Type a name for your folder in the “Name:” field.
5. In the “Folder Contains” field choose what category of files you intend to hold in this new folder. For example: if you want to hold mail in the folder, choose “Mail and Post Items.”
6. In the field directly below the “Folder Contains” field. Select the area you would like to put your new file (i.e. Mailbox, Archive Folders, etc.).



7. Click "OK" to create a New Folder in Outlook.