

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS OUTLOOK – MANAGING YOUR EMAILS WITH FOLDERS

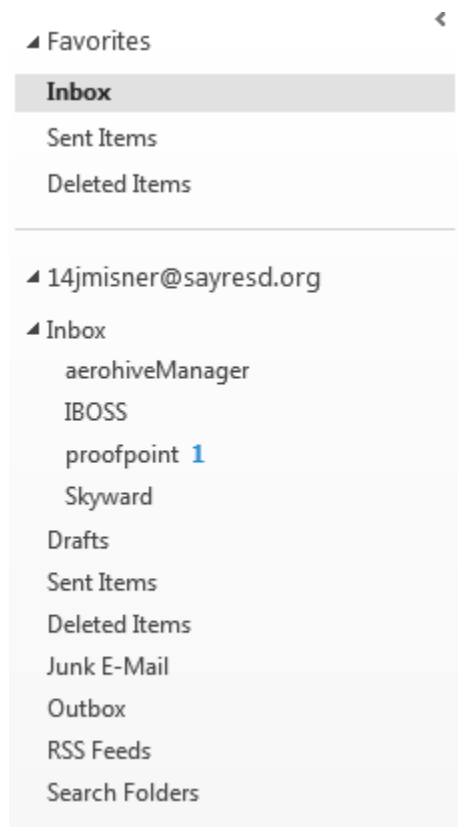
### Purpose

This handout instructs how to manage your emails using folders.

Over time, most employees receive quite a few emails. One way to manage your emails is to use folders.

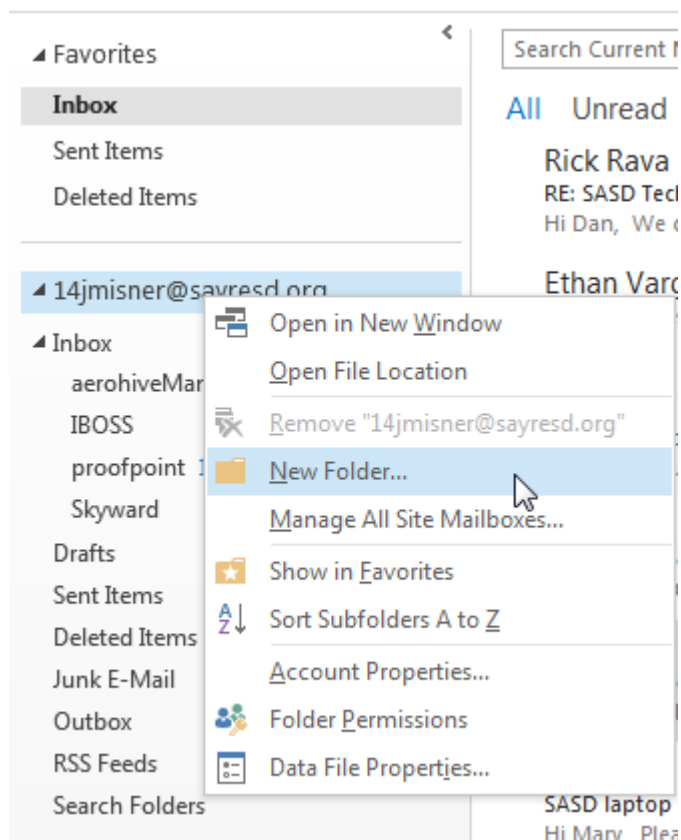
Please note: No emails should ever be archived – this will remove the emails from the server and when your SASD PC gets replaced or updated, all of these emails will be lost.

### Sample Using Folders



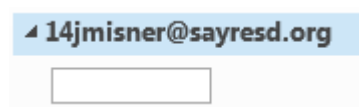
# Creating Folders

In **MS Outlook** do the following:



Right-click on your top most email item that has your internet email address (ex. [rrava@sayresd.org](mailto:rrava@sayresd.org))

Click on New Folder



Now enter the desired folder name (in this case I created a SASD folder)

Now you can create more folders using the above procedure (note – you can also create sub folders underneath a main folder).

# Sample Using Folders

Now when you receive an email and finish processing the email, just move it to the appropriate folder

Let's say the following email is read and the work is completed:

The screenshot shows the Outlook interface with the 'Inbox' folder selected. A callout box on the left points to the 'Skyward' folder in the left-hand navigation pane, labeled 'Desired Folder'. Another callout box on the right points to an email titled 'Ethan Vargason (Staff - Technology Specialist) 30 Minute Down Time' which is being dragged from the inbox to the 'Skyward' folder, labeled 'Drag completed Email to desired folder'. The email content is visible on the right side of the screen.

Now just drag the email to the appropriate folder (in this example HS Requests)

Now this folder has the email

The screenshot shows the Outlook interface with the 'Skyward' folder selected in the left-hand navigation pane. The email 'Ethan Vargason (Staff - Technology Specialist) 30 Minute Down Time' is now located in the 'Skyward' folder. The email content is visible on the right side of the screen.

Using this process, move all completed emails to folders and leave in your inbox emails that still need to be processed!