



Outlook 2007 Resources

[Outlook 2007 - Manage Your Mailbox I: Finds Its Size and Trim It Down](#)

[Introduction to Outlook 2007 – Tutorial](#)

[Intermediate to Outlook 2007 – Tutorial](#)

[How to Create a Business Card for Outlook](#)

Organizing Your Folders – Creating New Data File for Personal Folders

Go to→Tools→Account Settings→Data Files→Add→Office Outlook Personal Folders→Click OK→Give it a Name→Click OK→Give it a Name again→Click OK→ (Don't bother about password)→You now see the section on the left in your folder list. These will be saved to your desktop and not be deleted.
Now you are ready to ADD NEW FOLDERS in your Personal Folder area→ RIGHT CLICK→New Folder→Assign name.

Streamline with Categories and Folders

Stop using your Inbox as a reference system filled with messages that don't require an immediate action. To further organize your messages, create categories and folders with useful labels such as *Team Members*, *Projects*, *Personal*, and others. The Categories feature in Microsoft Outlook, for instance, helps to organize and view active messages into groups within your Inbox. Create and use email folders to store messages that you have already handled and wish to keep for history or folders for email that contains informational reading and general reference.

Note that folders and categories sort in alphabetical order which is not likely to place your priority items at the top. Adding a letter or number at the beginning of a label, such as *a-Team Members* and *b-Projects*, will sort these towards the top of your Inbox.

Sort to Find Messages

To quickly sort your email messages, click once on a column heading for the new order you want such as sender, subject or date. For instance, to sort messages by the sender, click once on the Sender heading. By clicking twice on a column heading, the sort order changes from ascending (A-Z) order to descending (Z-A) order. By the way, the abbreviations RE and FW in the Subject line are ignored when you sort messages alphabetically by subject. Implementing these tips for overcoming email overload can help you become more productive and free you from your Inbox.

TECH TIP OF THE DAY: “The Power of Right Click”