Create an Email Folder

Your mailbox has a set of default folders. These folders include: Calendar, Contacts, Deleted Items, Drafts, Inbox, Junk E-Mail, and Sent Items. By default, messages sent to you are stored in your Inbox; however, you can organize your messages into a hierarchical folder system that is more meaningful to you and continue to adjust it as your needs change. You can create subfolders by creating a folder within an existing folder. For instance, you may create a folder named My Team and within My Team you can create an individual folder for each member.

Try This Yourself:

1. In the Navigation Pane on the left hand side, click the folder Mail.

2. Point to your name at the top of the folder list. In this example it is ITtrain.

3. A window appears that shows the current size of your mailbox, and your mailbox limits. If you are reaching your limit, you need to clean up your mailbox.