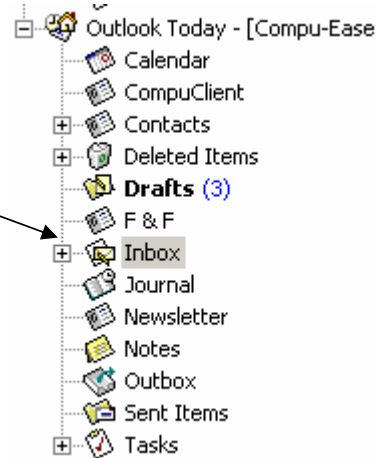
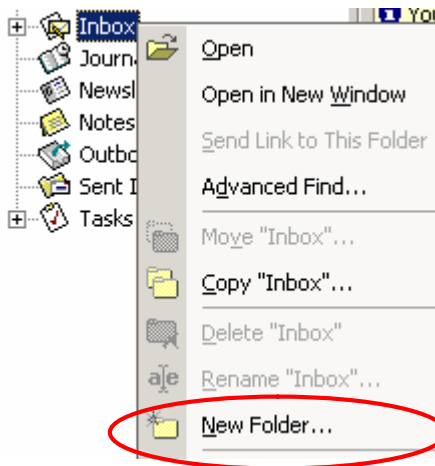


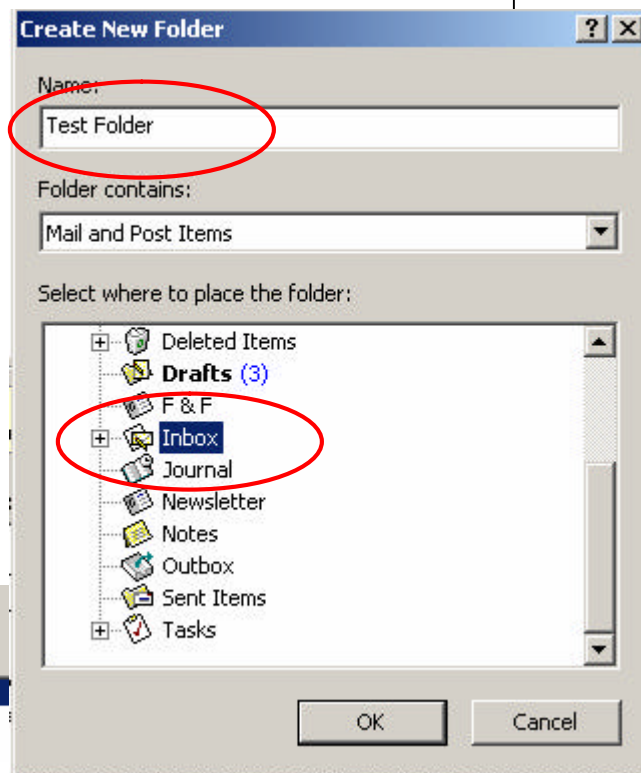


Creating Folders & Rules

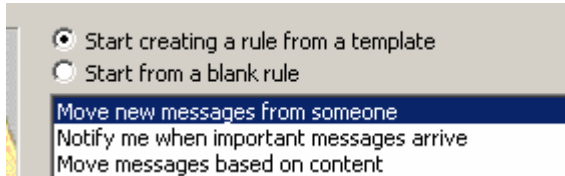
1. Select your inbox.
2. Right click on the Inbox and select NEW FOLDER



3. Name the Folder and indicate where to place the folder (typically at the inbox location)
4. Your new folder will be added to the INBOX tree.
5. To CREATE A RULE – Click your RULES icon



6. Select to create a new rule

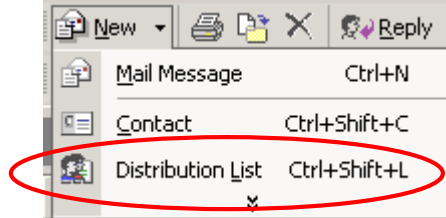


7. Select the rules, filling in the specific folders and persons you wish the rule to apply to. Have rules point to folders you have created to help sort your mail.

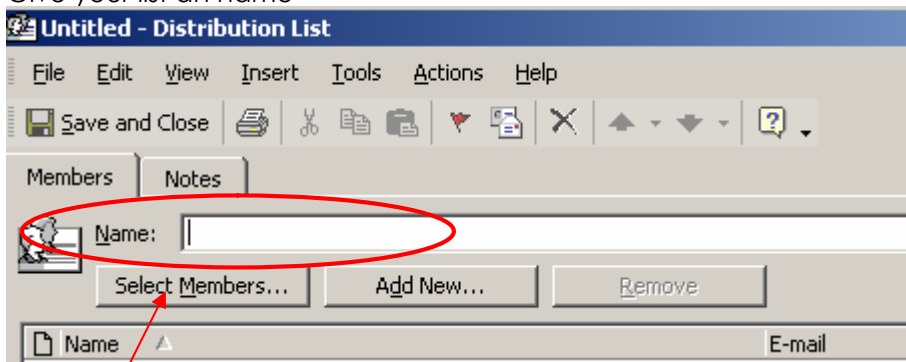


Creating a Distribution List

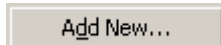
1. Begin in EMAIL mode – selecting NEW – Distribution List



2. Give your list an name



3. Then Select your members from your Contact list
4. You can always add someone new that you may not have on your contact list. Remember that OUTLOOK likes to put contacts that have FAX numbers on your address book list – so be sure that you select contacts with email addresses.



5. Double click your members to the right side panel, then Click OK... You have then created a distribution list which will also appear in this contact list next time you wish to send an email!

