

Issue Details:

Application	Version	Description of issue
Microsoft Outlook	Office 2013 Office 2010 Office 2007	When working on multiple projects it is a good idea to keep communication regarding each project in its own silo. This is most easily achieved by setting up and using Folders in Outlook.

Solution:

How to create a new folder:

1. Switch to the **Folder** tab and click the **New Folder** button as shown in Exhibit 1.
2. A *Create New Folder* window will open as shown in Exhibit 2.
 - a. Give your folder a label in the **Name** field.
 - b. Choose what type of content the folder will contain from the **Folder contains:** dropdown menu.
 - c. Choose a place for the folder in the hierarchy.

Tip: For an even more granular control, consider creating subfolders for items that go well together.
 - d. Press **OK**.

How to add a folder to Favorites:

To add a folder to your Favorites list, simply drag and drop it. Alternatively you can switch to the **Folder** tab and choose the **Show in Favorites** option as shown in Exhibit 3.

How to delete redundant messages in a folder:

In an effort to reduce clutter you may try deleting redundant messages in conversations. To do so, select a folder to clean up, switch to the Folder tab and press the **Clean Up Folder** as shown in Exhibit 4. From the dropdown menu choose whether to clean up just the selected folder, or all subfolders as well.

If this is the first time the option is used, you may get a popup window asking to confirm the action. If you do not wish to be asked to confirm in the future, place a checkmark next to the **Do not show this message again** option and hit the **Clean Up Folder** button.

How to set up automatic content archival:

1. Switch to the **Folder** tab and click on the **AutoArchive Settings** button.
2. The folder's *Properties* will open in a new window. You will be presented with three options:
 - a. **Do not archive items in this folder** will be the selected option. It disables AutoArchive.
 - b. **Archive items in this folder using the default settings** will activate AutoArchive using the global default.
 - c. **Archive this folder using these settings** will allow you to set up a custom AutoArchive schedule. Clean out items older than will allow you to set the timespan of the items starting from a minimum delay of 24 hours. You will also be given the option to choose the archival destination.

Immediate, Expert TECHNICAL SUPPORT of Off-the-Shelf Software and Mobile Devices

Illustration:

Exhibit 1: Folder tab (1) and New Folder button (2)

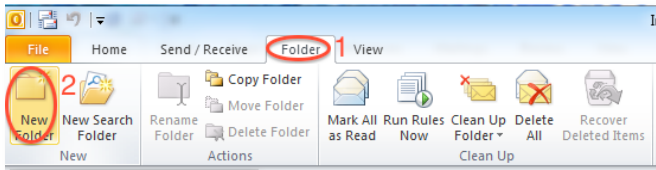


Exhibit 2: Create New Folder window

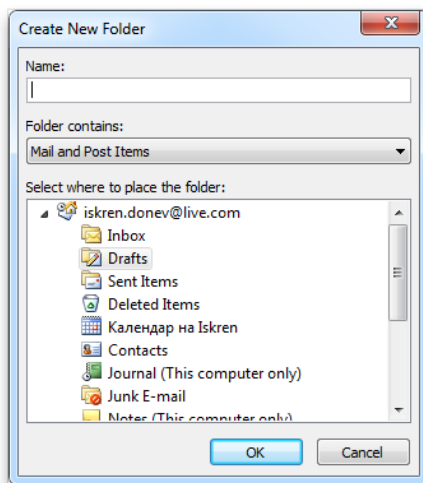


Exhibit 3: Folder tab (1) and Show in Favorites button (2)

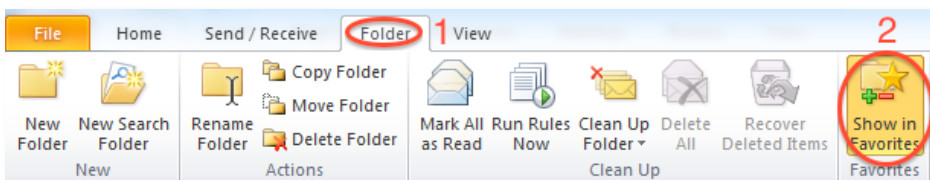


Exhibit 4: Folder tab (1) and Clean Up Folder menu (2)

