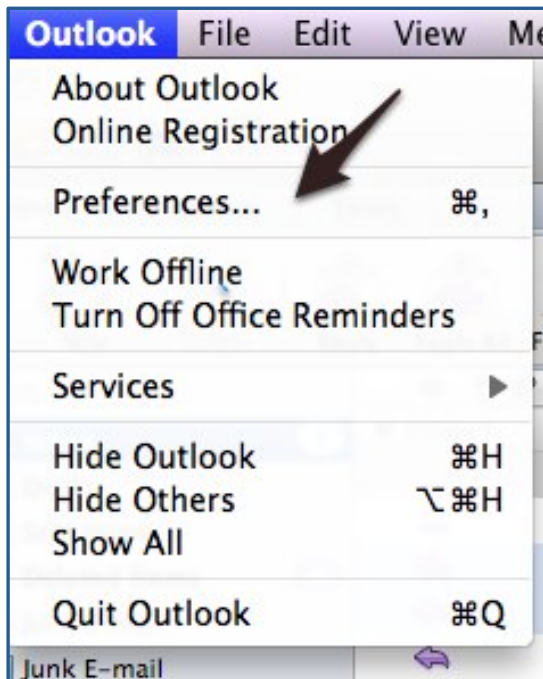


Creating Email Folders in Outlook 2011 (Mac)

Why create email folders?

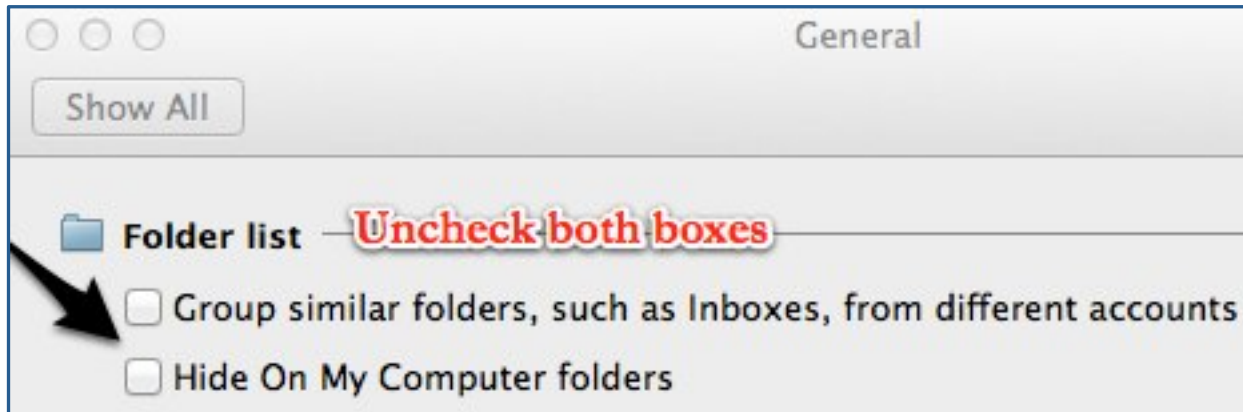
- To organize your Inbox and make emails easily accessible
- To avoid reaching maximum Outlook size capacity, preventing you from sending and receiving future emails
- To free up space on the district's email server



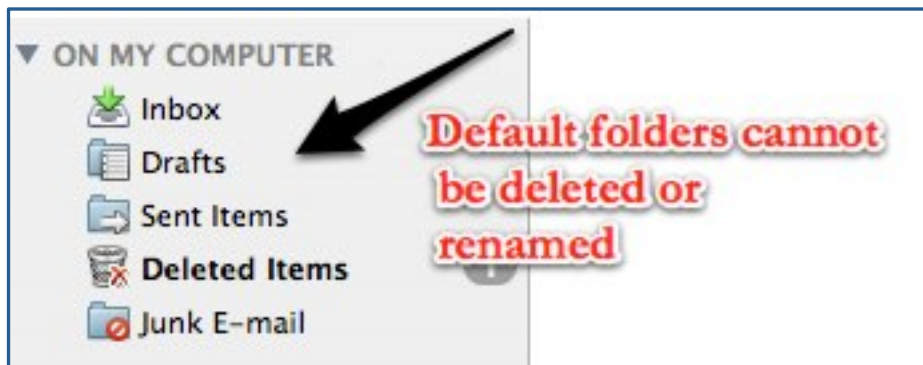
In Outlook Mail – Click on **Outlook** in the upper left corner. Click **Preferences**



Click **General**

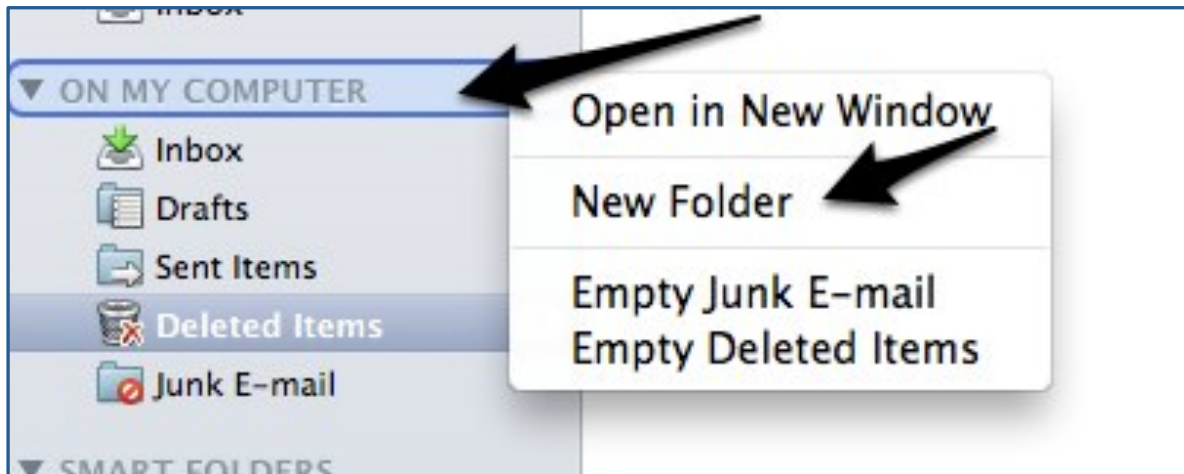


In **GENERAL**, make sure both boxes are unchecked



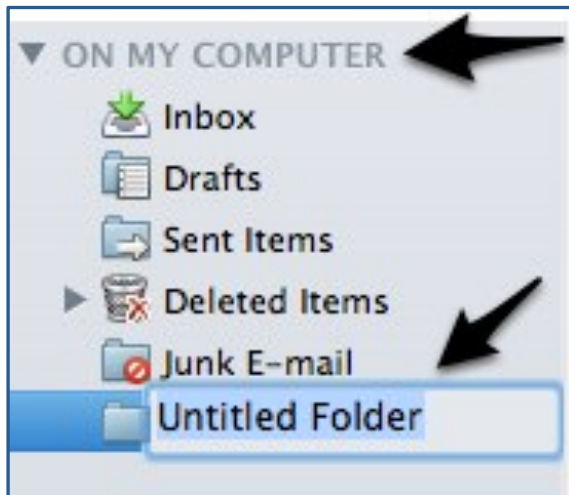
Your **ON MY COMPUTER** default folders should then show up on the left navigation bar underneath your DMUSD Inbox*

*Note – you cannot delete or rename these default folders



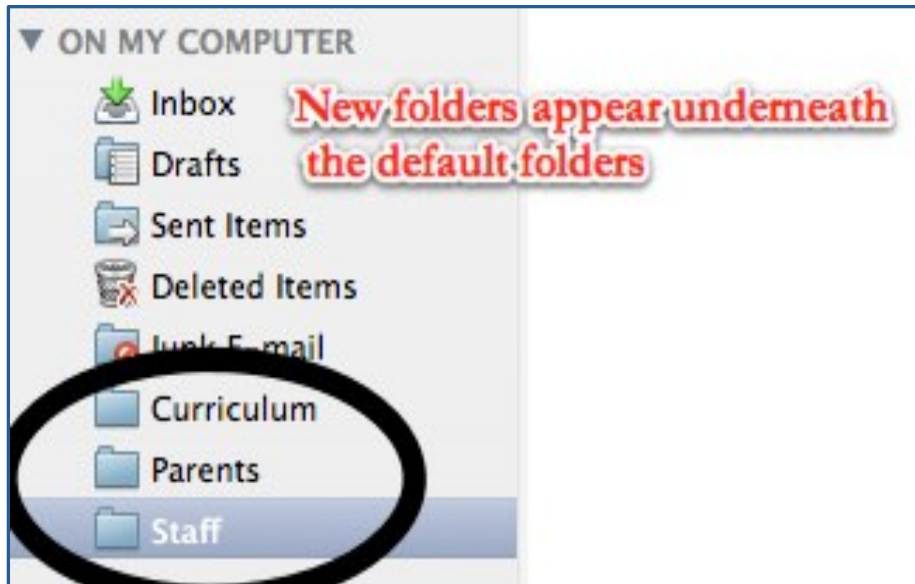
To create your own personal folders, do the following:

- Hover your cursor over **On My Computer**
- Hold down the “control” key and click the track pad (simultaneously)
- Click **New Folder**



Title your new folder(s), example:

- Parents
- Curriculum
- Staff



From the DMUSD Inbox, drag and drop emails into the pertinent folders*

*Note – Dragging emails into your new folders COPIES the emails, it DOES NOT remove them from your DMUSD Inbox. In order to REMOVE the email from your DMUSD Inbox you will need to click “command” while dragging the email into your new folder.