Outline
Create a Folder ........................................................................................................................................... 1
Move messages into folder ............................................................................................................................. 2
Review items in folder ..................................................................................................................................... 2
How long messages stay in Outlook ............................................................................................................... 2

Create a Folder
Click on File – New Folder ...... or right click on the Inbox in your folder list and choose New Folder...

The following window appears:

You will now see a new folder indented under your Inbox.
Move messages into folder
There are two ways to move a message into a folder.
  • Click on a message, hold the left mouse button down and drag it to a folder.
  • Right click a message, choose move to folder. In the window that appears, point to the folder where the message should go.

Review items in folder
Click on folder to review messages.

How long messages stay in Outlook
Messages will stay in the folder under your Inbox for approximately 4 weeks. After that time, you will need to look for them in Mimosa archive folder.

Once you click on the Mimosa archive folder in your folder list, use the Browse button within Mimosa. You will see your folder structure is identical to how it was created in the regular inbox area.

Messages stay in Mimosa archive for 2 years, per current email policy.