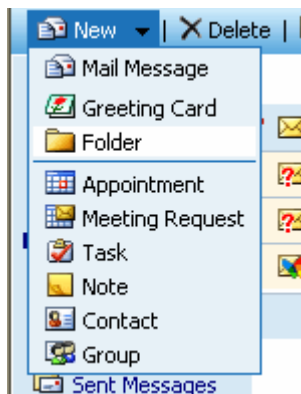
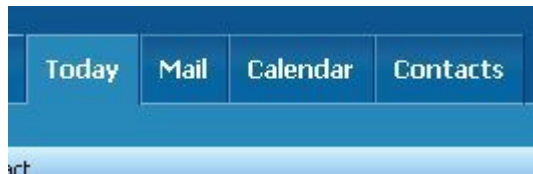


Creating Inbox Folders in MSN® Hotmail

New Folder

Folder Name:

- ❖ See Help Sheet No. 5, "Setting Up an E-Mail Account with MSN® Hotmail" if you do not already have an account.
 - ❖ Once you have set up an account, double-click the Microsoft Internet Explorer icon to start the program.
 - ❖ In the address bar, type www.hotmail.com and press <enter>.
 - ❖ Type your e-mail address and password.
 - ❖ Click on "Always ask for my e-mail address and password" if you are using a public computer.
 - ❖ Click on Sign In.
-
- ❖ You can use folders to sort the mail in your Inbox that you want to keep. By using folders, you clear out your Inbox so that it is easier to read new messages.
 - ❖ Click on the Mail tab to view your Inbox.
-
- ❖ Click on New, Folder on the toolbar.
-
- ❖ Type the name of the folder.
 - ❖ Click on OK.
 - ❖ The new folder appears in the list of Folders on the left side of the screen.



- ❖ Click on the Inbox to view your mail.
- ❖ Click on a message to read it.
- ❖ If you want to keep the message, click on Put in Folder.
- ❖ Click on the folder where you want to store the message.



- ❖ You can also move multiple messages at the same time.
- ❖ From your Inbox, click on the box to the left of each message that you want to move. Or, if you want to move all of the messages, click on the box in the column header (to the left of From).
- ❖ Click on Put in Folder.
- ❖ Click on the folder where you want to store the messages.
- ❖ Or, you can click on New Folder to create a new file for these messages.



- ❖ To rename a folder, click on Manage Folders.

- ❖ Click on the box to the left of the folder you want to rename.
- ❖ Click on Rename on the toolbar.
- ❖ Type a new name.
- ❖ Click on OK.

- ❖ To delete a folder and its contents, click on Manage Folders.
- ❖ Click on the box to the left of the folder you want to delete.
- ❖ Click on Delete.
- ❖ Click on OK to move the messages to the Trash and to delete the folder.