PRODUCTIV Y

For Internal Use Only

Moving Mail to Another Folder

Don't want to automatically move your mails by setting rules? There are other ways how you can move mail/s to another folder.

<u>Click here</u> to learn different ways to move your mail/s to another folder.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Moving Mail to Another Folder

Outlook

| 1. | . In Outlook, select the mail that yo | u want to move to another folder. |
|----|---------------------------------------|-----------------------------------|
|----|---------------------------------------|-----------------------------------|

| Mailbox | 🖃 Today | | | |
|---------------|--|----------|--|--|
| Drafts | Π Process and Change Management Department | 9:48 AM | | |
| 🔄 Inbox | Productivity Sample | <u> </u> | | |
| 🐻 Junk E-Mail | | | | |
| Cutbox | | | | |
| RSS Feeds | | | | |
| 🛅 Sent Items | | | | |

2. Then choose from below options on how you would want to move your mail:



2.1.1 Click on the **Move to Folder** button located in the standard toolbar.



2.1.2 Select the folder where you want to move the mail into.



2.2 Right Click - Move to Folder

2.2.1 Right click on the mail selected and click on the **Move to Folder** option.

| - | | 1.1 | | - |
|---|---|---------|--|---|
| 🔄 Inbox | Search Inbox | - | <u>O</u> pen | |
| Arranged By: Date | | | <u>P</u> rint | |
| Today | | 2 | <u>R</u> eply | |
| Π Process and Change Managemer | nt Department | | Reply to All | |
| Productivity Sample | | <u></u> | For <u>w</u> ard | |
| | | | Follow <u>U</u> p | • |
| | | | Categor <u>i</u> ze | • |
| | | | Mark as U <u>n</u> read | |
| | | | Find <u>A</u> ll | • |
| | | | <u>C</u> reate Rule | |
| | | | Junk E-mail | • |
| | | × | Delete | |
| | | 23 | Move to Folder | |
| | | :1 | Message Options | |
| Select the folder where you w | vant to move tl | ne ma | il into. | 1 |
| Select the folder where you w | ant to move tl | ne ma | il into. | 1 |
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| ect the folder where you w Move Items Move the selected items to the e 2 062014JDDELACRU e 2 Branch Support De | rant to move t e folder: Z sk | ne ma | il into. १ 🕱 | 1 |
| ect the folder where you w Move Items Move the selected items to the e 2 062014JDDELACRU e 2 Branch Support De e 2 DR SQL Job Monito | vant to move t e folder: Z sk oring | | il into. P X OK Cancel | , |
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| Move Items Move Items Move the selected items to the Move the | vant to move t e folder: Z sk oring nge Advisory Boa | | il into. P X OK Cancel New | 1 |
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2.3 Drag and Drop

2.3.1 Drag the selected mail into the folder where you want to move it.

| Mail | * | 🖻 Inbox | Search Inbox | + م |
|---|------------------------|--|------------------|-----------------|
| Mail Folders | * | Arranged By: Date | | Newest on top 🔍 |
| 🔎 All Mail Items | - | I Today | | |
| H | Drag to desired folder | ☐ Today ☐ IT Process and Change Manag <u>Productivity</u> Sample | ement Department | 9:48 AM 🗆 🏹 |
| Work Mailbox - ICT Change Advisory Board Mailbox - ICT Change Advisory Board Mailbox - IT Process and Change Management Depar Mailbox Deleted Items (2) Prafts Drafts | | | | ς / |
| G Junk E-Mail G Junk E-Mail C Outbox S Seeds S Sent Items S G S Search Folders S Greyer Monitoring S Greyer Monitoring S Greyer Monitoring | | | | |

Note: For multiple mails, just simply select the mails you want to move and apply any of the methods mentioned above.

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