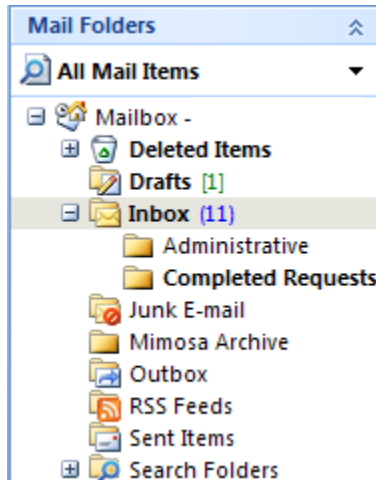


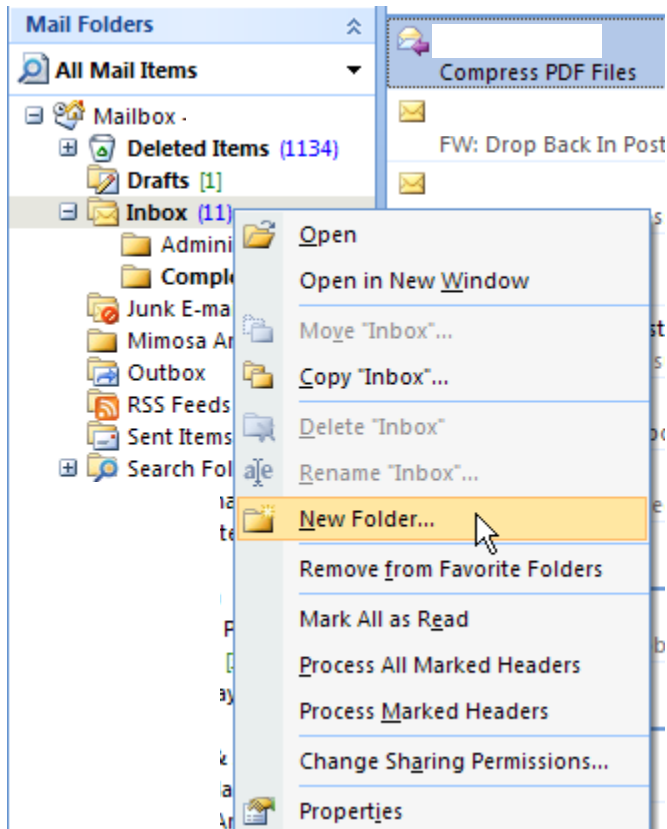
## Organizing your Outlook email to best utilize the browse view in Mimosa

### 1. Mailbox View

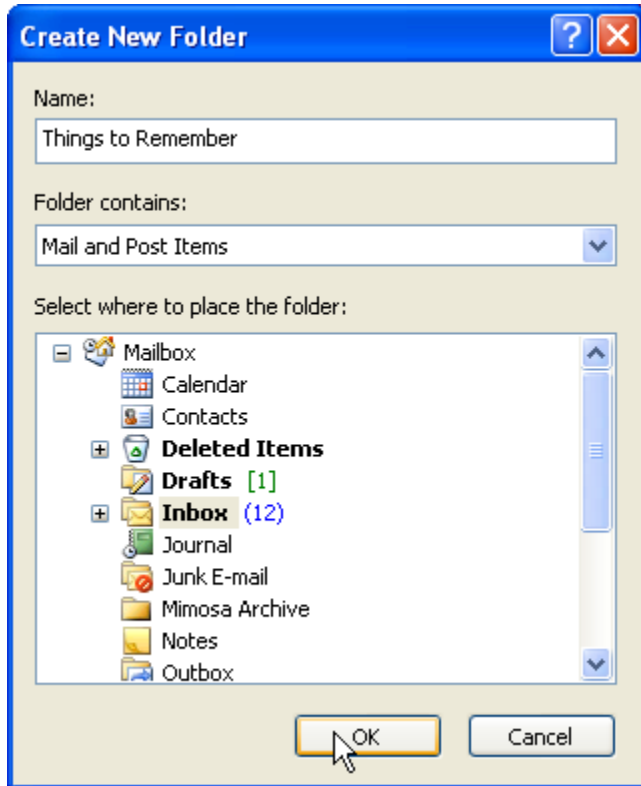
In Outlook, this is the way your inbox will look after creating folders. Notice the Administrative and Completed Requests folders.



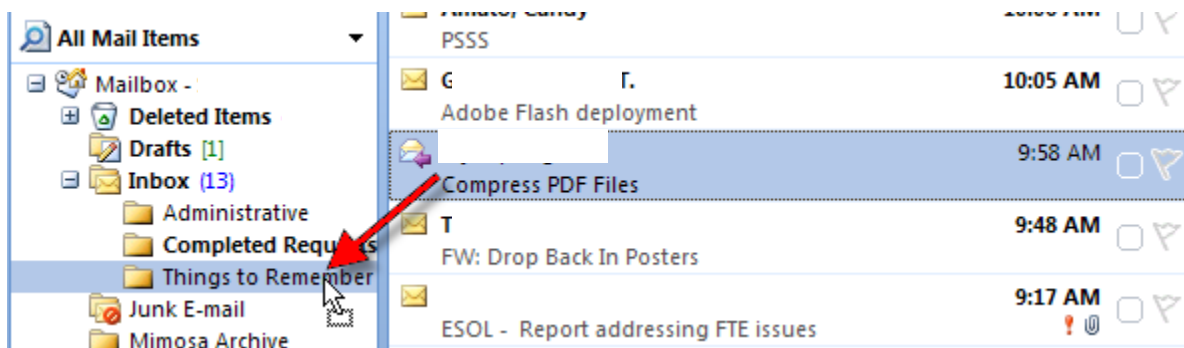
### 2. Right Click on Inbox and choose New Folder...



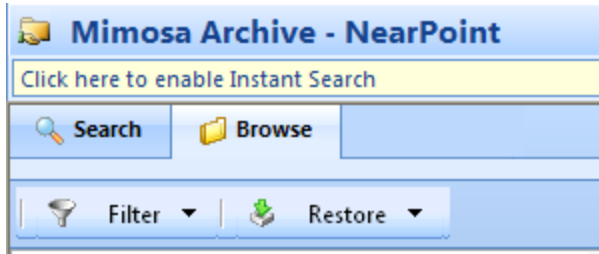
3. The **Create New Folder** wizard appears.  
Put the title of your folder in the **Name** dialogue box and **click OK**. Here, I have chosen to name the folder “Things to Remember.”



4. When you are finished, you will see your new folder underneath your inbox. To organize your mail into your newly created folder, **click and drag** your message to the folder.  
(Note: if your inbox displays a “+” to the left of it instead of a “-,” you will need to click the + to expand the list of your folders.)



5. The **next morning**, you will be able to **browse** to your new folder in Mimosa and see any messages you have dragged into your folder.  
(Note: Be sure to have the **Deleted Items** displayed each time you look in Mimosa.)



- Under the **Browse** view, Mimosa will copy the way you organize your mail in Outlook. Remember that my new folder will not show until the next morning, but it will be located underneath my inbox in the same way my "Administrative" and "Completed Requests" folders are shown.

