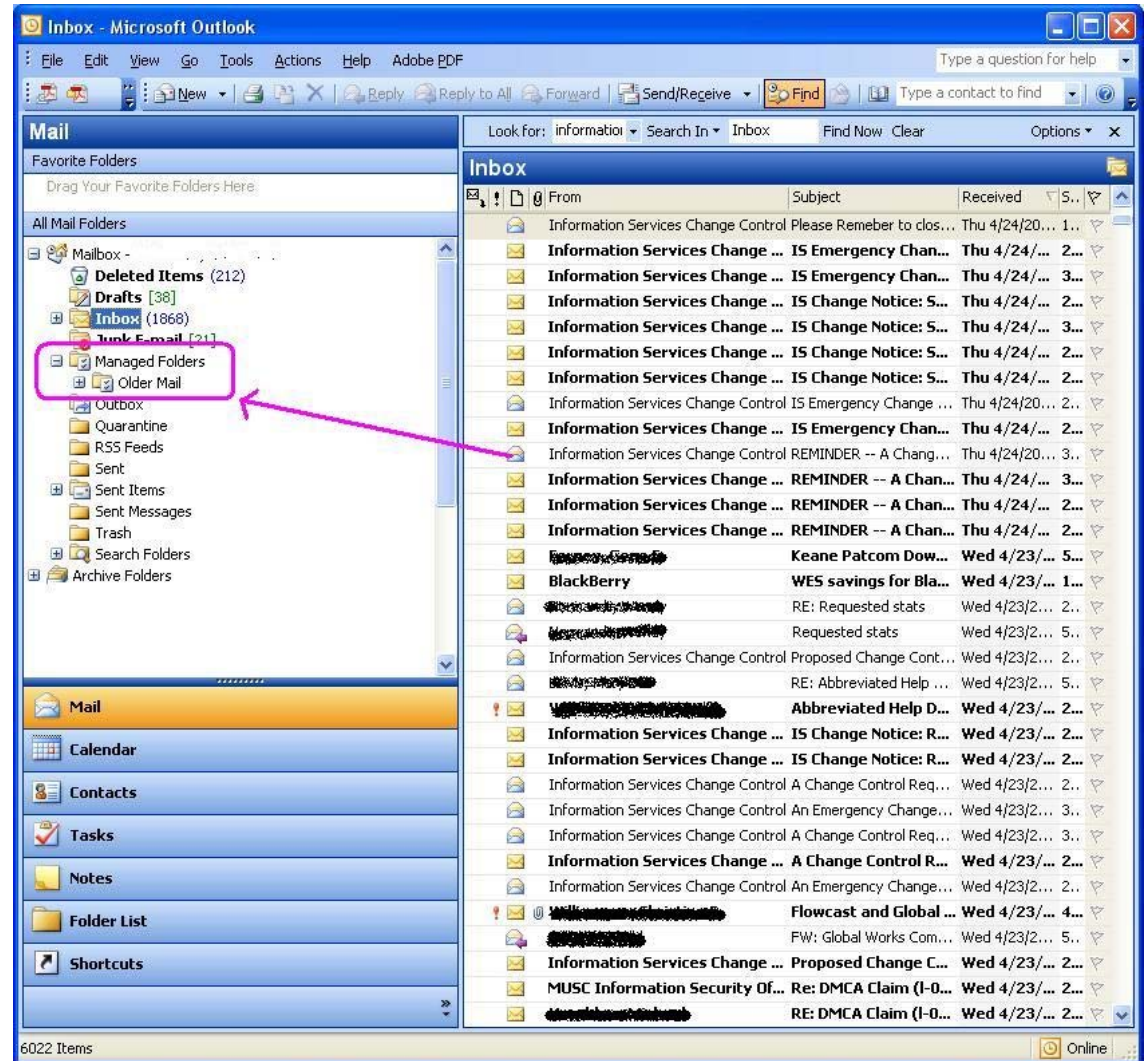


Moving Mail into “Older Mail” Folder

Outlook, Entourage, and web via Internet Explorer: Drag and Drop

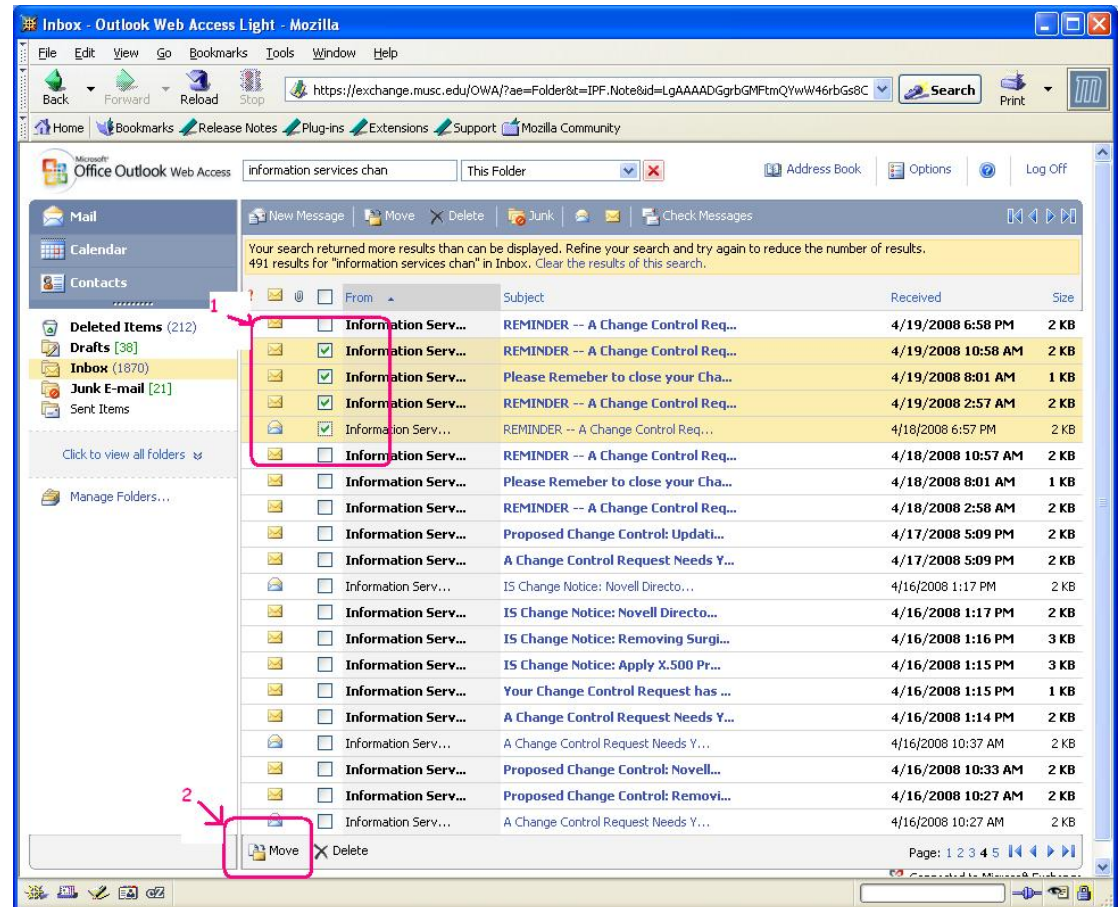
You can highlight the message(s) you want to move from either your Inbox or your Sent Items folders and drag them into the “Managed Folders” -> “Older Mail” folder.

You can also create subfolders within the Older Mail folder by highlighting it, then selecting “File” on the top menu, then “New” -> “Folder...”



Outlook Web Access (other browsers):

Click on the box next to the message(s) you want to move (“1” in the illustration) and then click on “Move” at the bottom (“2” in the illustration).



Click on the down arrow in for the “Move to:” selection.

Highlight the “Older Mail” folder.

Press the “Move” button to move the messages into Older Mail.

To create subfolders, select “Manage Folders...” and follow the selections.

