

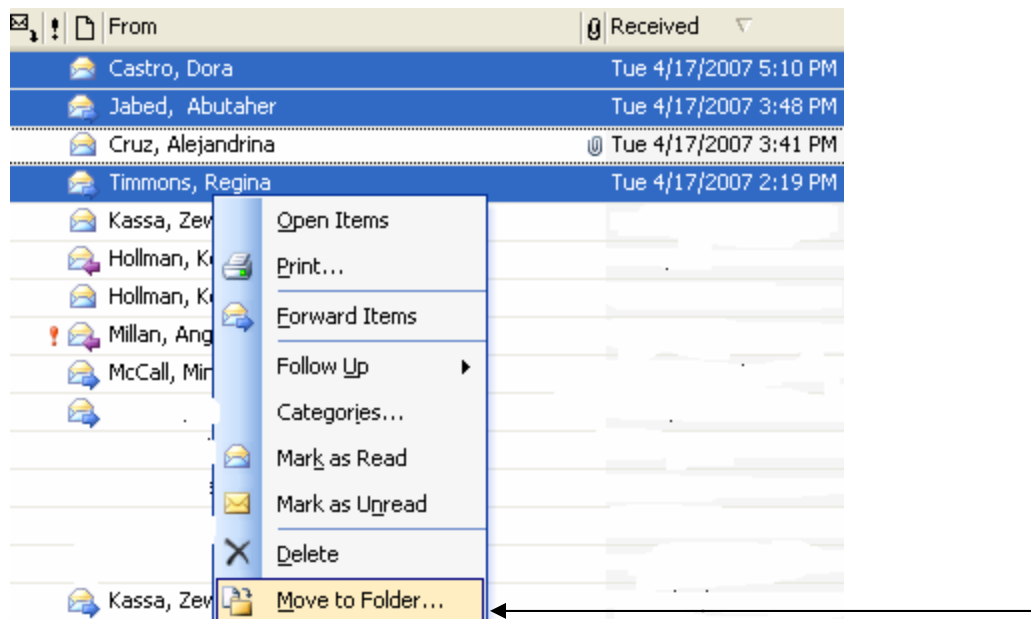
SAVING ITEMS IN OUTLOOK'S PERSONAL FOLDER

Outlook 2003

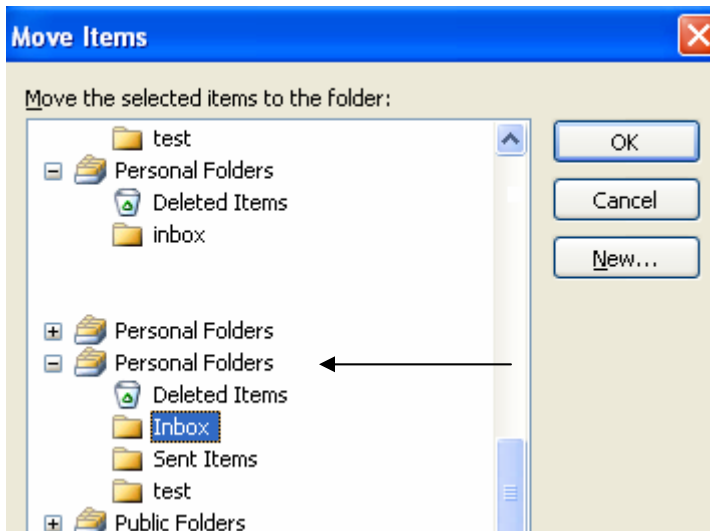
Created by: Helpdesk Information Technology, ECC

1. **Right Click** the email you would like to save and then Click on **Move to folder**

NOTE: To select more than one email item at a time, **PRESS & HOLD** the **CTRL** Key on the keyboard while **CLICKING/Selecting** the additional email items, **THEN Right Click** on one of the emails selected and Click on Move to folder)



2. Select your Personal Folder and click on Ok. If you have a sub-folder (**inbox, sent items, etc.**) **under Personal folder skip step 2 and go to Step 3**



3. Click on **Inbox (under the Personal Folder)** and Click on **Ok**
NOTE: If you are moving the email items from your Sent items folder then we suggest that you Click on Sent Items

