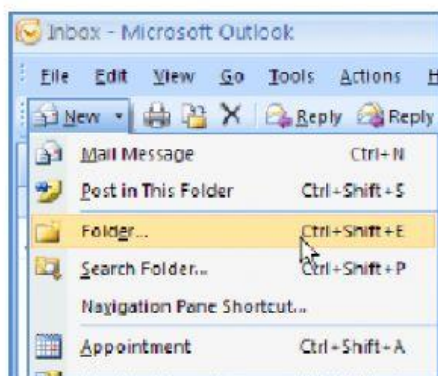


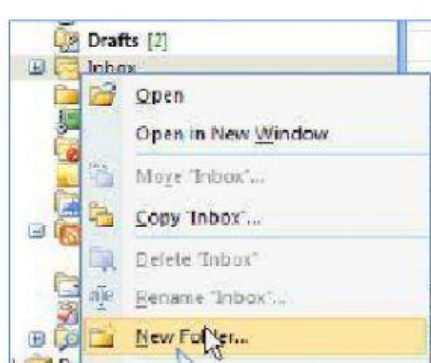
## Lesson 4 Creating Folders. Mail Format and Field Chooser

To create new folders on "New", then choose "Folder."



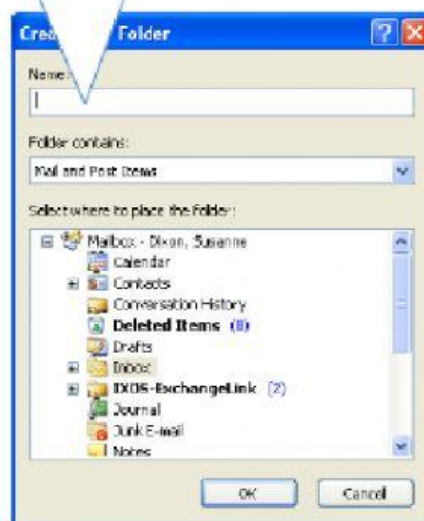
To create a new sub folder in your inbox, right click on your inbox and select "New Folder".

You can give your folder a name in the resulting: "Create New Folder." window. The select **OK** and your new folder will file alphabetically under the **Inbox** folder.



Select 'New Folder'

Give your folder a name here



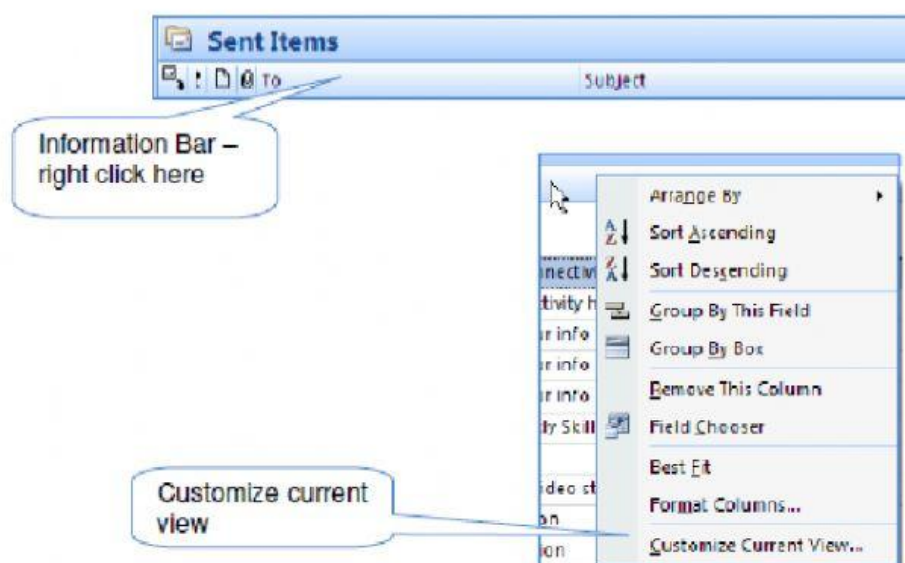
### Mail Format

In mail format you will find information to alter your *Message Format*, change your stationary and fonts and add a signature to your emails.

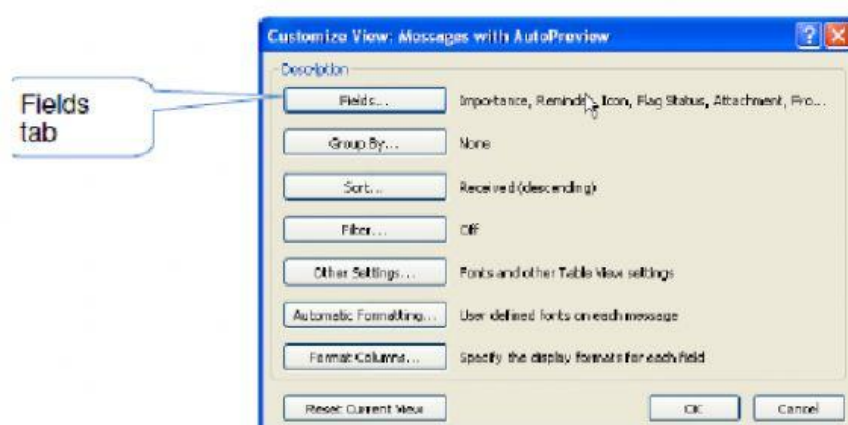
You just need to go into tools options *mail format* and access the area you need and either create what you require or make the necessary changes.

## Field Chooser

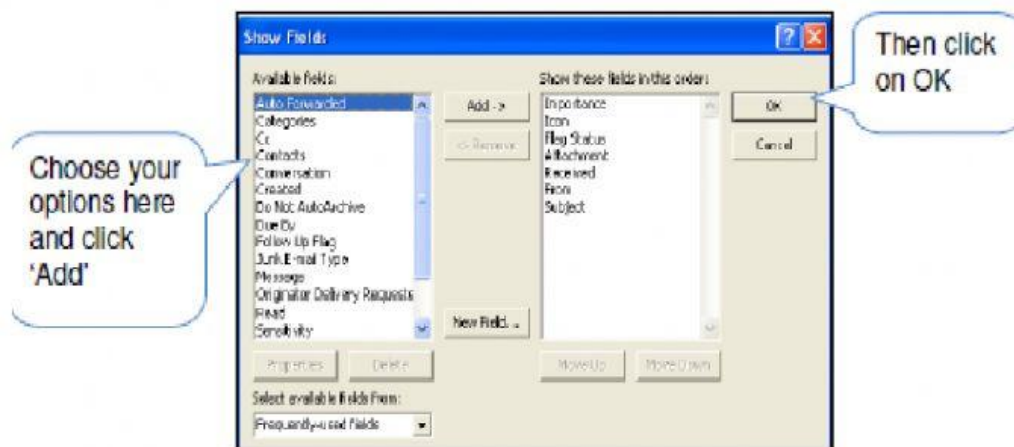
You can choose the way you would like your incoming mail to look. The usual format is *From, subject and date received*. The grey area above the **Information Viewer** area is known as the **Folder Banner**. This displays the name of the currently open folder. By using your right mouse button in the information bar directly below this you will get a menu which looks like this:



From this menu you will need to choose the **Customize Current View** option and you will see this screen:



If you choose the **Fields** tab you will see the following list of options and you can choose which fields you would like to see in your incoming mail folder:



You need to choose the available fields from the left column, and add them to the right column. You can choose the order you would like to see them by dragging and dropping within the list.

## Questions.

1. How do you create a folder?
2. How do you format mail?
3. Give the steps and explain to carry out Field Chooser?