

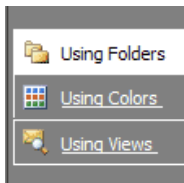
There are many ways that you can organize your Inbox. You could just let it go and read the mail that comes in without any added indication of the importance or sender. Or, you can customize your Inbox to make managing your messages easier.

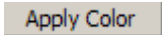
Outlook 2003 allows you to manage the Inbox by color-coding, arranging, prioritizing, and creating folders. This explanation covers color-coding and prioritizing. Any other desired information can be found at:

<http://office.microsoft.com/en-us/default.aspx>.

You can auto-format your Inbox to automatically assign a color to a specific sender. This will help clarify what you have in your Inbox. To color code your messages:

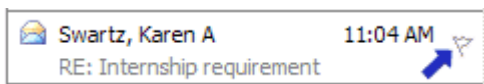
1. In your Inbox, select the sender you would like to format, select the **Tools** menu, and click **Organize**.
2. Choose the **Using Colors** box



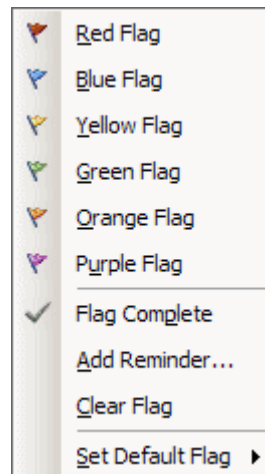
3. Click on the color drop-down box and select the desired color.
4. Click **Apply Color** 
5. Repeat this for all senders you want to color-code. Note: You can select different senders by clicking on them in the Inbox while the Organize Panel is open.

Another way to format your Inbox is to use flags. These make certain messages stand out and are actually automatically filed into a separate folder for attention at another time. This feature helps you to keep track of the messages that are important and reminds you to attend to the message later. To use flags:

1. Right click on the faded flag that appears to the right of your message in the Inbox.



3. Once you have attended to the flag, right-click and select **Flag Complete**.
4. You can also select **Add Reminder** to schedule a date and time for a reminder.



Note: When you have put a flag on your message, it automatically gets filed into the **For Follow Up** folder.

