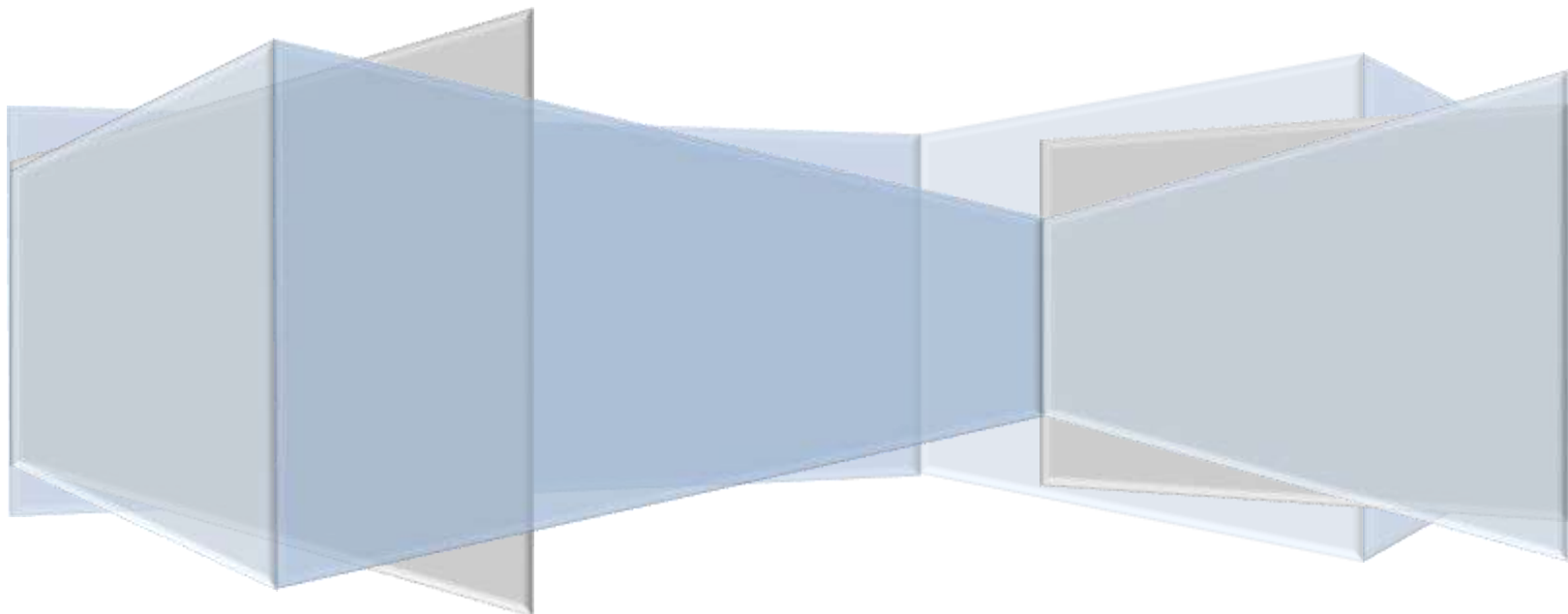


Nebraska State Court Administrator's Office

Creating Folders/Sub-Folders

Microsoft Outlook 2010-2013



Creating Folders/Sub-Folders

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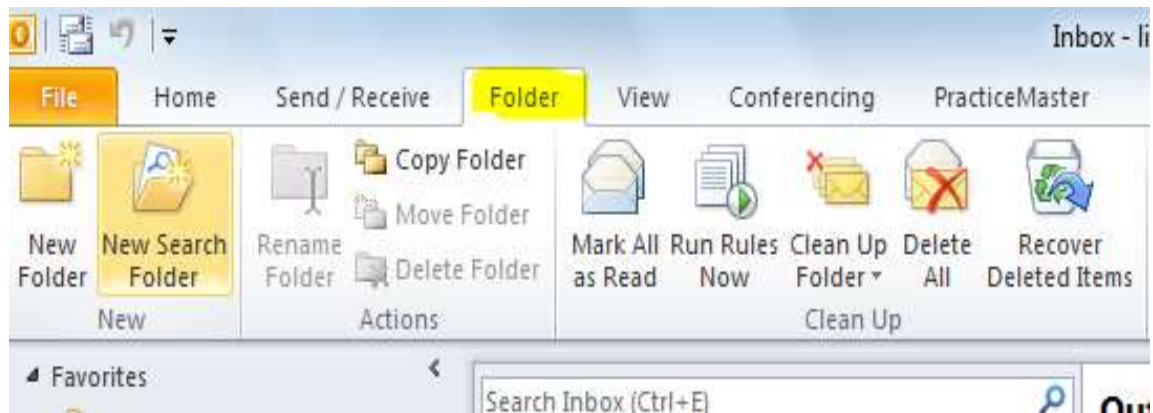
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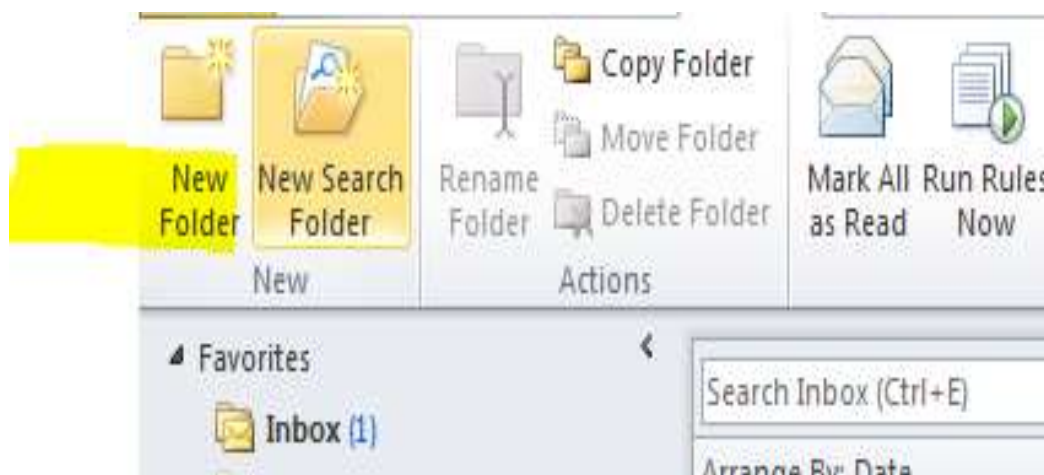
Creating a Folder in Microsoft Outlook

This guide is designed for Microsoft Outlook 2010 and 2013. You should not have any issue while you are creating folders whether you are using Microsoft Outlook 2010 or 2013. However, there could be different screen displays for Microsoft Outlook 2013 users. Please be advised that the screenshots were taken from Microsoft Outlook 2010.

1. Click the **Folder** tab.

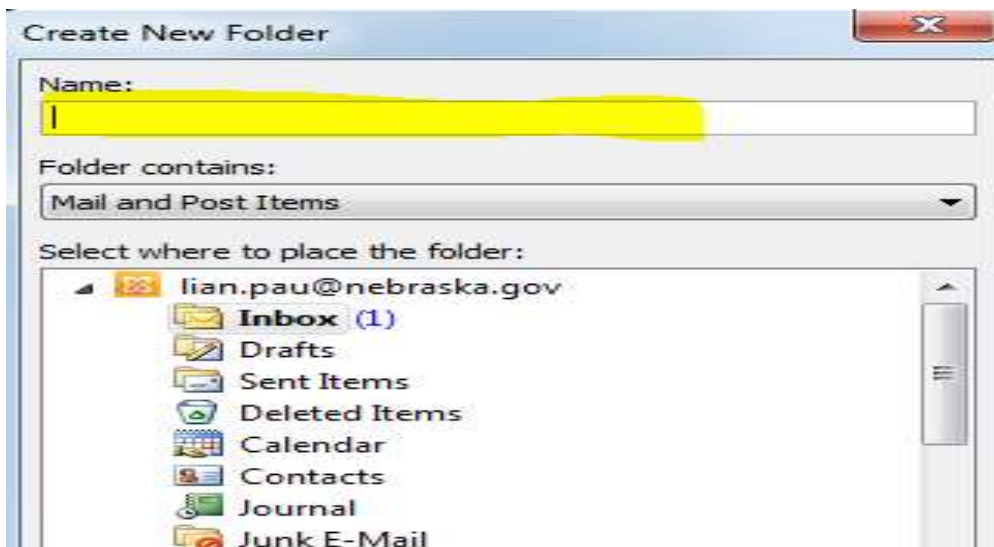


2. Click **New Folder**. (Please click on the Icon (picture), not on the word “New Folder”).

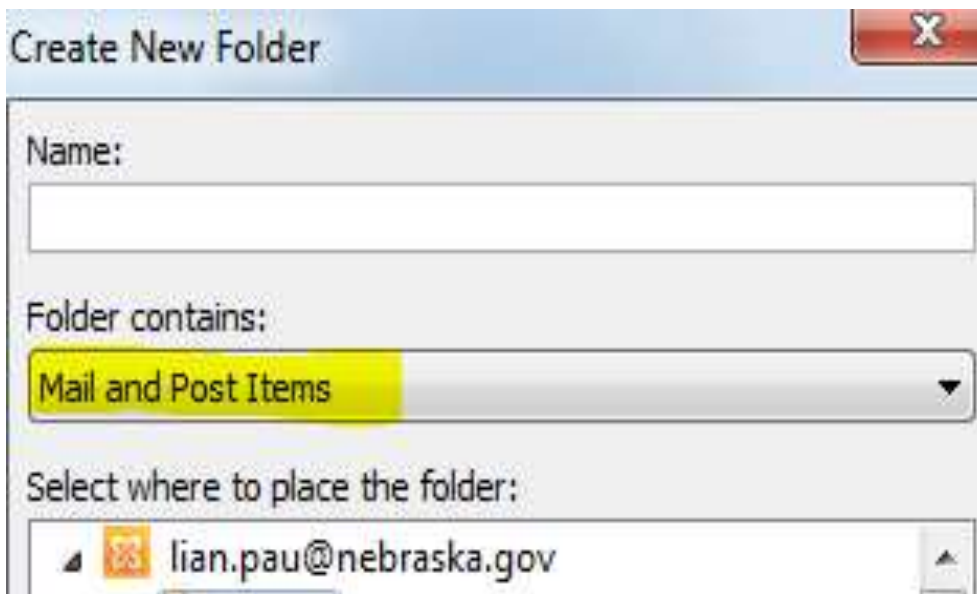


3. **Create New Folder** new window will be displayed. There is a **textbox** under the **Name:**

Type [the folder name] in the textbox. For example, **District Court** or **County Court**.

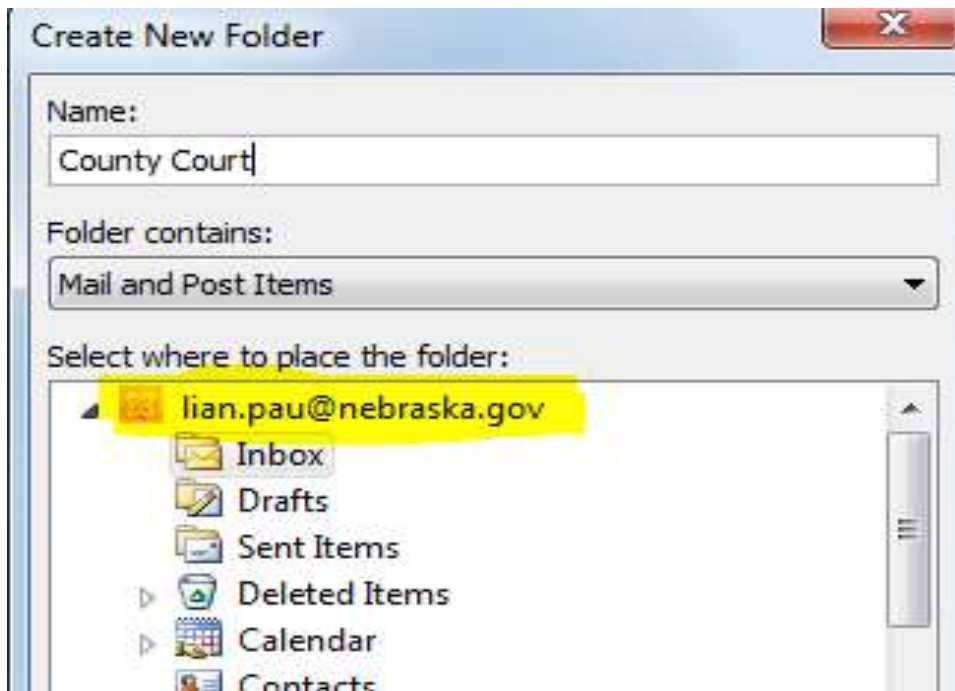


4. Under **Folder contains:**, Make sure **Mail and Post Items** is selected.



5. Under **Select where to place the folder:**

Click your **email address**, which is right above **Inbox**.



6. Click **OK**

Creating Sub-Folders in Microsoft Outlook

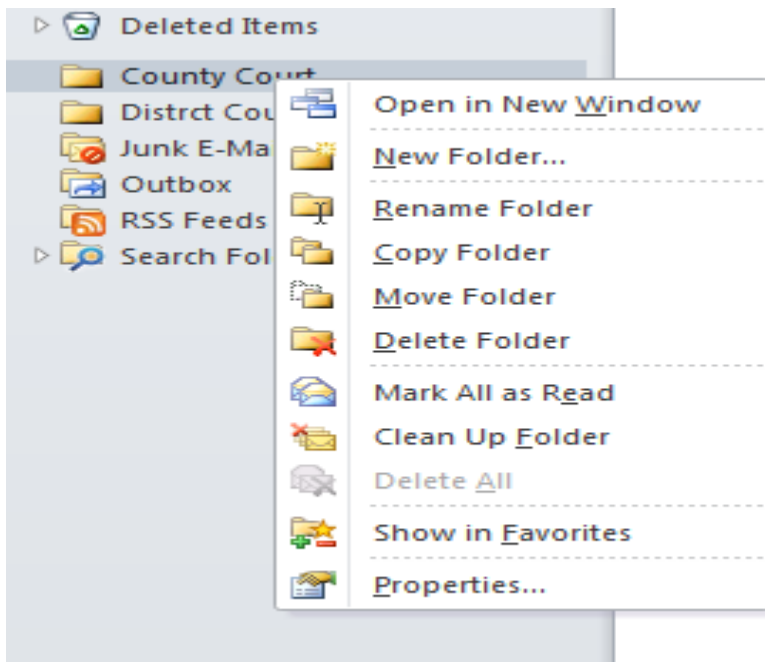
Under County Court, you could create Sub-Folders for the following case types;
CR - Criminal, CI - Civil, CR - Criminal, TR - Traffic, AD - Adoption, JV - Juvenile, SC - Small Claims, PR - Probate

To do this;

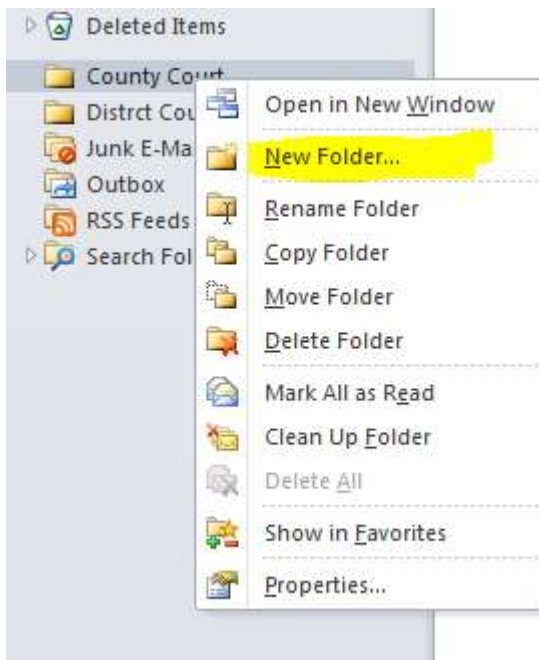
1. Select the **County Court or District Court** folder.



2. **Right-Click** on a **Court folder**. The menu will be displayed as shown.

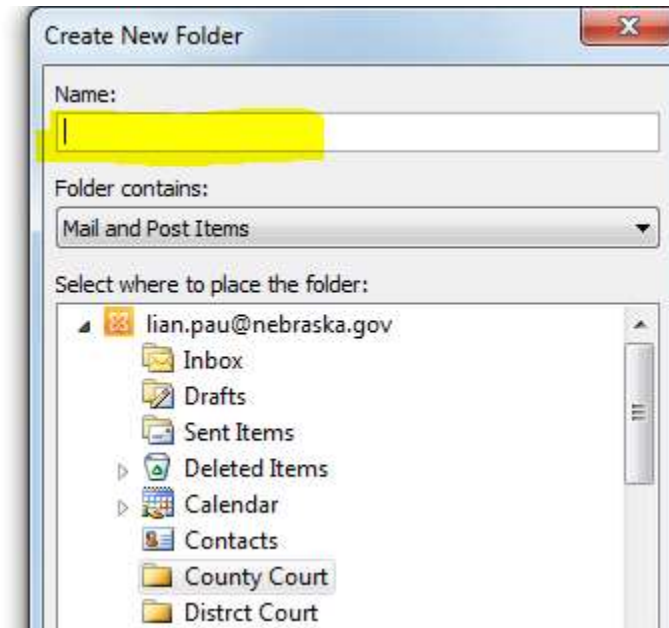


3. Select **New Folder**.

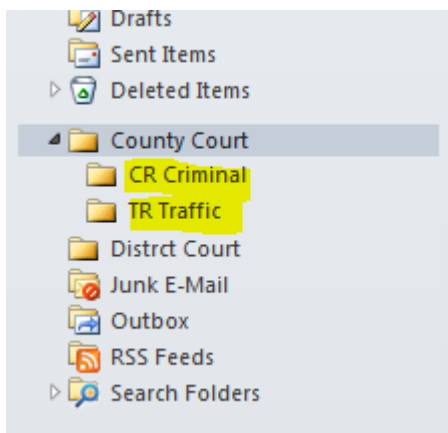


4. With the **Court** folder selected, type the **[sub-folder's name]**; in the Name field. example;

TR - Traffic, CR - Criminal



5. Click **OK**.
6. Check for sure the **Folders** are displayed as shown.

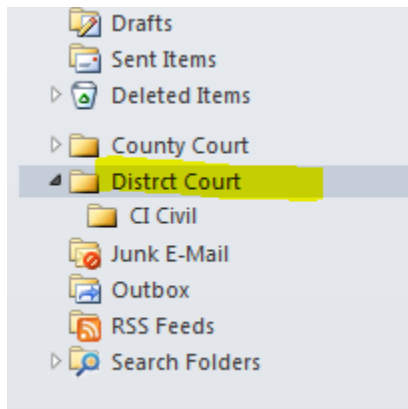


7. To create **Sub-Folders** under a **Court** folder for the rest of the case types as needed; repeat **Step 1 - Step 7**.

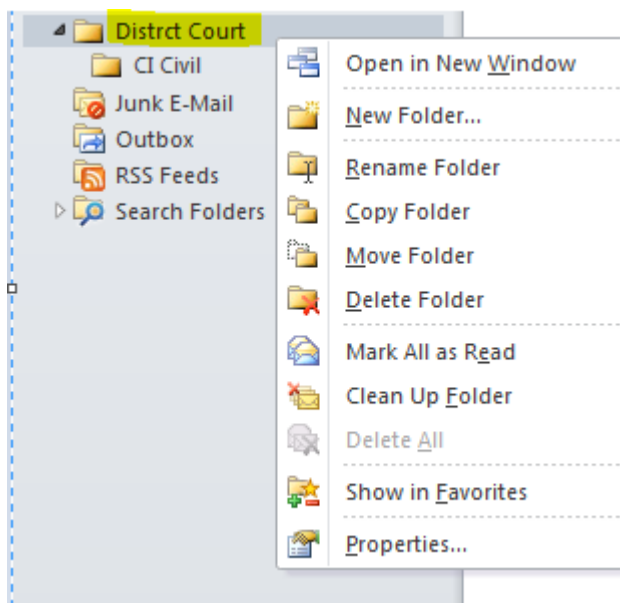
Editing/Renaming the Folder Name

Sometimes, you may want to edit the folder names. To do this;

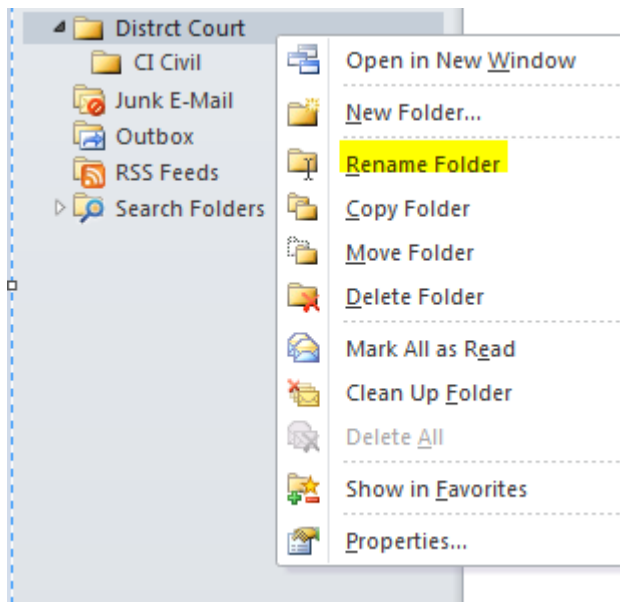
1. Select the **Folder** that you want to edit it.



2. **Right-Click** the folder. You may see the following menu.



3. Click **Rename Folder**



4. The **Microsoft Outlook** will highlight the **Folder Name** for you to **edit**. Type the **[New Name]** for the folder. After typing the folder name, press **Enter**.

