

Moving Mail to Another Folder

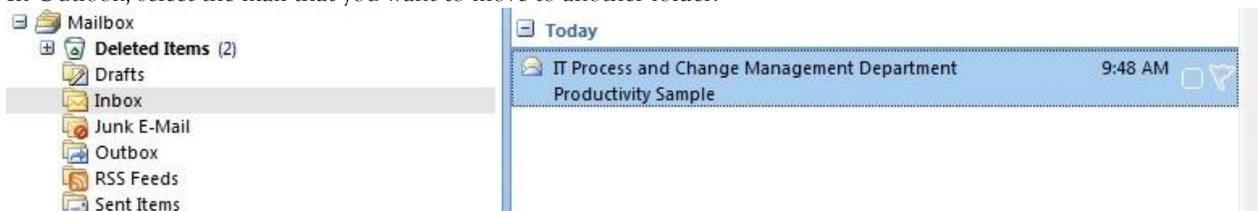
Don't want to automatically move your mails by setting rules? There are other ways how you can move mail/s to another folder.

[Click here](#) to learn different ways to move your mail/s to another folder.



Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

1. In Outlook, select the mail that you want to move to another folder.



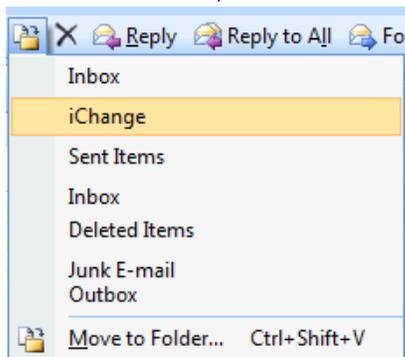
2. Then choose from below options on how you would want to move your mail:

2.1 Move to Folder Icon

- 2.1.1 Click on the **Move to Folder** button located in the standard toolbar.

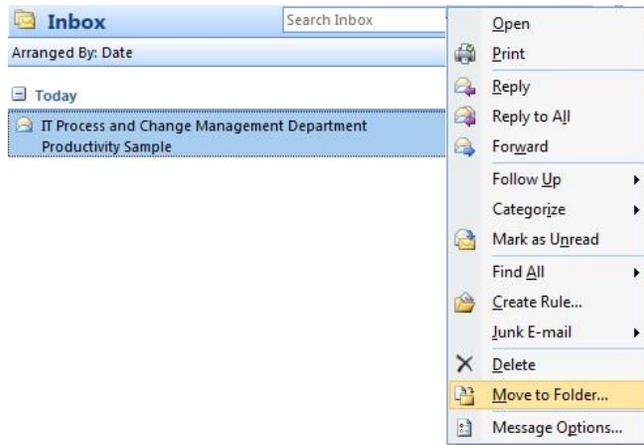


- 2.1.2 Select the folder where you want to move the mail into.

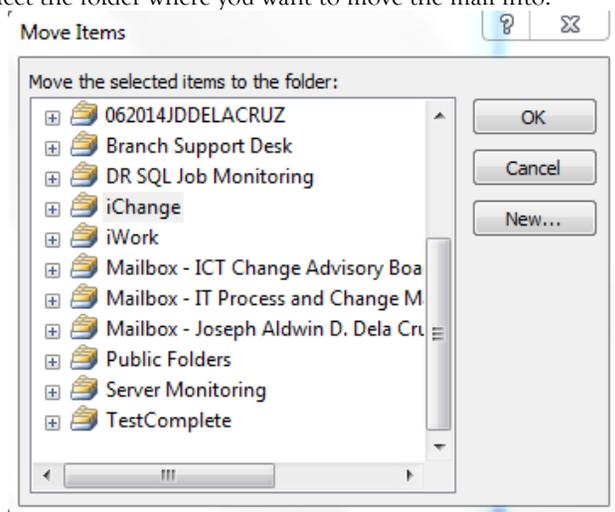


2.2 Right Click - Move to Folder

- 2.2.1 Right click on the mail selected and click on the **Move to Folder** option.

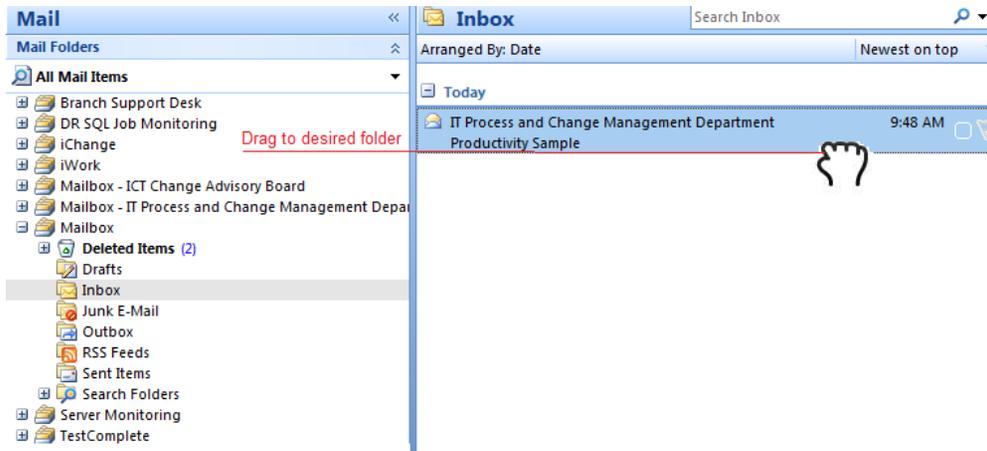


2.2.2 Select the folder where you want to move the mail into.



2.3 Drag and Drop

2.3.1 Drag the selected mail into the folder where you want to move it.



Note: For multiple mails, just simply select the mails you want to move and apply any of the methods mentioned above.

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