

## User Guide

Computer Club – 19<sup>th</sup> August 2011

### Creating a Folder in Email

1. Open up your email
2. Right click on **Inbox** to bring up an option menu
3. From the option menu click on **New Folder**
4. This will bring up a little screen
5. In the **Name box** type a name that you wish to call the folder
6. Click **OK**
7. Your new folder will appear under your inbox (Normally found on the left hand side of the screen).

### Moving a Email into a Folder

1. Find the email that you wish to move
2. **Left click** on the email and hold down the button on the mouse.
3. Move your mouse around and the email should be attached
4. **Drag** the email along to your folders by pushing your mouse along and keeping your finger on the **left click** button.
5. When you have finished moving it to the folder **let go** of the mouse and this will drop the email into the folder that you choose.
6. To check it has gone back in click on the folder and you should then find the email in there.

## Creating a Folder in your Picture Albums

1. From your desktop click on **Start** (Bottom Left)
2. Select **My Pictures**
3. In this box **right click** in a white space
4. Select **New Folder** from the menu
5. This will bring up a new folder.
6. **Right Click** on the new folder and select **Rename**
7. Change the name of the Folder to whatever you want to call it
8. Click on a white space to deselect the folder

## Moving a Picture into a Folder

1. Click on **Start** (Bottom Left)
2. Select **My Pictures**
3. You should now be looking at all your pictures and any folders that you have created.
4. **Left Click** on a picture that you wish to move and keep your finger down on the mouse to catch the picture so you can drag it
5. Move the mouse around to make sure the picture is attached
6. Move your mouse towards the folder that you wish to drop it in, keeping your finger down on the mouse.
7. Once you have found the folder then **let go** of the mouse and **drop** your picture into the folder.
8. To make sure this has gone into the folder **left click** the folder and see if your picture is showing.