

Inbox Zero with Microsoft Outlook 2007

Do e-mail less with the help of Search Folders in Outlook

Set up Categories

- Define or create your Categories
 - Action → Categorize → All Categories
 - Respond
 - Do
 - Delegate
 - Set shortcut key or Quick Click

Using Exchange 2003 or 2007?
Search Folders will sync with
the server.

Set up Search Folders

Category Folders

- ✓ Respond, Do, Delegate
- Set up the folders
 - File → New → Search Folder...
 - Organizing Mail head → Categorized Mail → “Show mail with these categories:”
 - Restrict the folder
 - File → Folder → Customize this Search Folder...
 - Uncheck everything but the Inbox (and subfolders)

New Mail Folder

- Set up the folder
 - File → New → Search Folder...
 - Custom head → Create a Custom Search Folder → Choose
 - Criteria → Advanced tab → Define more criteria
 - Field → Frequently-used fields → Categories
 - “is empty” → Add to List

Make Your New Folders More Visible

- Add the new Search Folders to your Favorite Folders by right-clicking on each search folder and choosing Add to Favorite Folders
- Remove your Inbox from the Favorite Folders area by right clicking it and choosing Remove from Favorite Folders – you won’t need to access this folder directly anymore.

