

Moving Emails to H: Drive

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1. Create a New Folder on your H: drive where you want to save the emails; give it a name.
2. Open the new folder and make it “skinny” on the left side of the screen.
3. Open Outlook and browse to the emails that you want to move.
4. Emails can be moved individually or as groups into the new folder.
5. Make Outlook “skinny” on the right side of the screen, making sure that you can see the emails that you want to move.
6. You should now be able to see both the new folder and the Outlook folder.
7. Select the emails to be moved (click on individual or select group via CTRL-A).
8. Drag the selected emails into the new folder.
9. THAT’S IT!