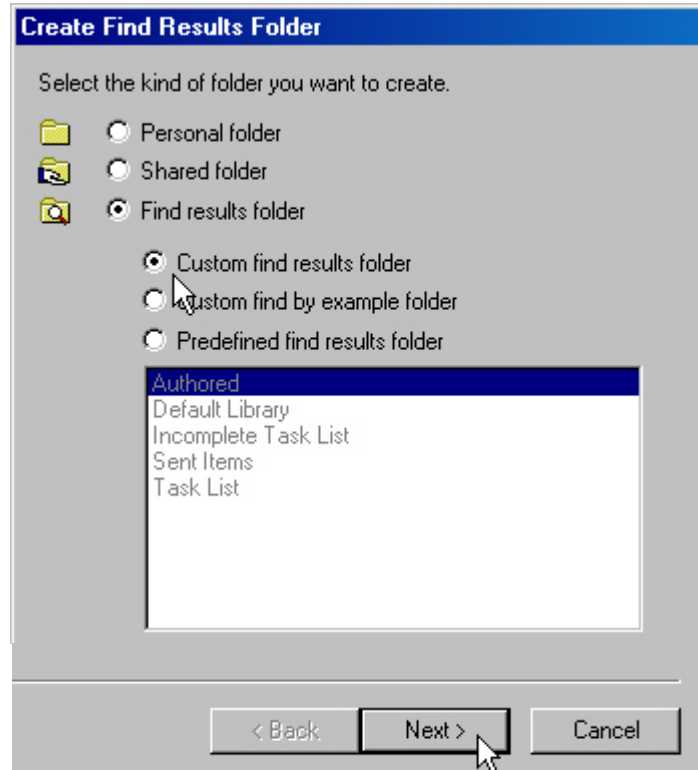


How to Create a Find Results Folder?

The Find Results folder displays items based on your criteria. This only points to the items in other folders, so if you delete items in the find results folder it will delete them from their original location.

To create a find results folder:

1. In the Folder List, click on **File**, then **New**, then **Folder**.
2. Click on **Find Results Folder** and **Custom Find Results Folder**. Click on **Next**.
3. Click Up, Down, Right, or Left to position the folder where you want it in the Folder List.
4. Specify the items to be found.
5. Click **Finish**.



How to Create a Sent Items Folder.

The Sent Items folder displays items you have sent to other users. If the Sent Item folder disappears, you can restore it.

To create your Sent Items folder:

- In the Folder List, click on **File**,
1. then **New**, then **Folder**.
2. Click on **Find Results Folder**
and **Predefined Find Results Folder**. Highlight **Sent Items**
and click on **Next**.
3. Click Up, Down, Right, or Left
to position the folder where you
want it in the Folder List.
4. Click **Finish**.

