



OUTLOOK: I love Subfolders...but they all look the same!

Again...I am a folder *fanatic*. I keep sooo much of my email. I keep my Inbox as uncluttered as possible (only 231 items right now) by moving “keepers” to appropriate Inbox subfolders.

But scrolling up and down my list of folders, in order to drag an email into a folder, can be a daunting task - because all folders look the same →

Unfortunately, Microsoft has not yet come up with a way for us to customize email folder icons. I’m sure it’s coming. Almost sure.

In the meantime – I’ve “decorated” my most-used ones, so when I’m looking down the long list – those favourites stand out to me.

I used Windows’ CHARACTER MAP program.

1. Make sure Outlook is running.
2. Click the Windows START button (at the bottom-left corner of the screen).
3. The cursor is already sitting there waiting for you (in the SEARCH box just above the START button) – so just type CHARACTER MAP and press [ENTER].
4. Click the ▼ beside the FONT drop-down (top of the CHARACTER MAP window) and choose ARIAL. Don’t be tempted to choose Wingdings or some similar graphic font – they won’t work.
5. Scroll down the list of characters until you find one you want to use. (Note: I scrolled 80% of the way down to find the characters that I used.
6. DOUBLE-CLICK the character that you want to use – so that it appears down in the CHARACTERS TO COPY box – and which also makes the COPY button (to the right) light up/become available.
7. Click the COPY button.
8. Switch over to the Outlook program.
9. Right-click a folder and choose RENAME.
10. Click the cursor on either side of the folder name and PASTE as many of the character as you want. Paste them on one side or both sides of the folder name.
11. Press [ENTER] when finished. Now your folder will be as purdy as mine.

