

**REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

**ProductivI.T.y** – For Internal Use Only

WHAT's New?



**Saving Sent Email in Other Folder**

By default, Outlook keeps a copy of emails that you send in the Sent Items Folder. This is an effective tool to keep track all the messages that you send including to whom the messages are sent to.

Did you know that you can change where a copy of sent messages are kept? Below are steps that can help segregate your sent emails into different folders.

**NOTE:** ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: [ict-process@pjlhuillier.com](mailto:ict-process@pjlhuillier.com)

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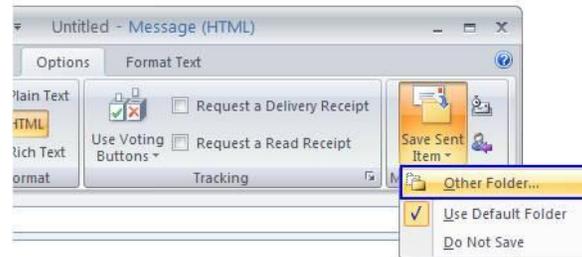
OK    Cancel

## Saving Sent Email in Other Folder

Before you send the email, go to *Options* tab of the new email form.



Click the *Save Sent Item* option and choose *Other Folder...* option from the menu.



When the *Select Folder* window appears, select the folder where message will be saved then click *OK*.



After sending, the sent email will automatically be saved in the folder that you selected.

