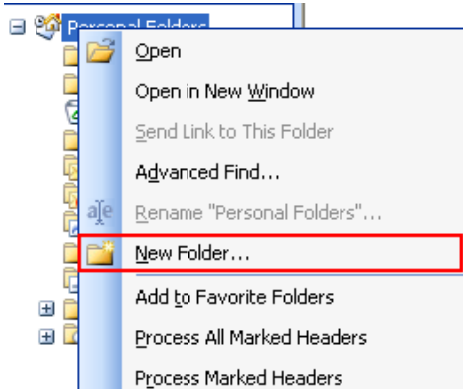
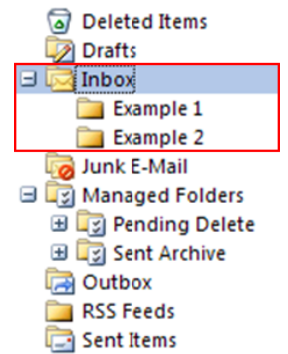


# How to Prepare Your Mail Folders for Upgrade

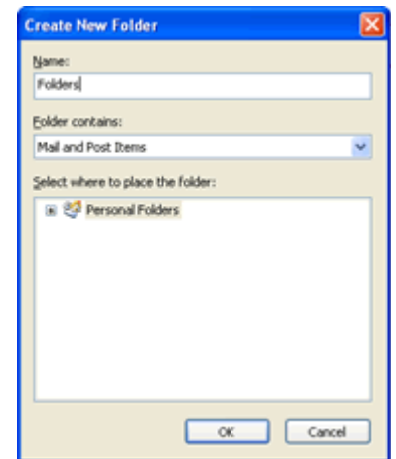
The most important thing to know about preparing your mail folders for upgrade is that you can't have any folders filed under your **Inbox** folder as in the example to the right.

The way that we recommend setting up your mail folder is creating a **Folders** folder which would keep your other mail folders organized all in one place. To set up this sort of folder:



1. Right click on **Personal Folders** at the top of your folder list in Outlook and click on **New Folder...**

2. Type a name for your folder in the **Name:** box and click **OK**.



3. Now you will be able to create new folders in the folder you just created. Or click and drag existing folders into it.

