Identifying the Folder Where You Saved That E-mail

I use **Outlook 365** as my primary e-mail client. I often save important correspondence in nested folders within Outlook.

Sometimes, when I move a message from the In Box to another folder, I inadvertently misfile it and can’t find it readily.

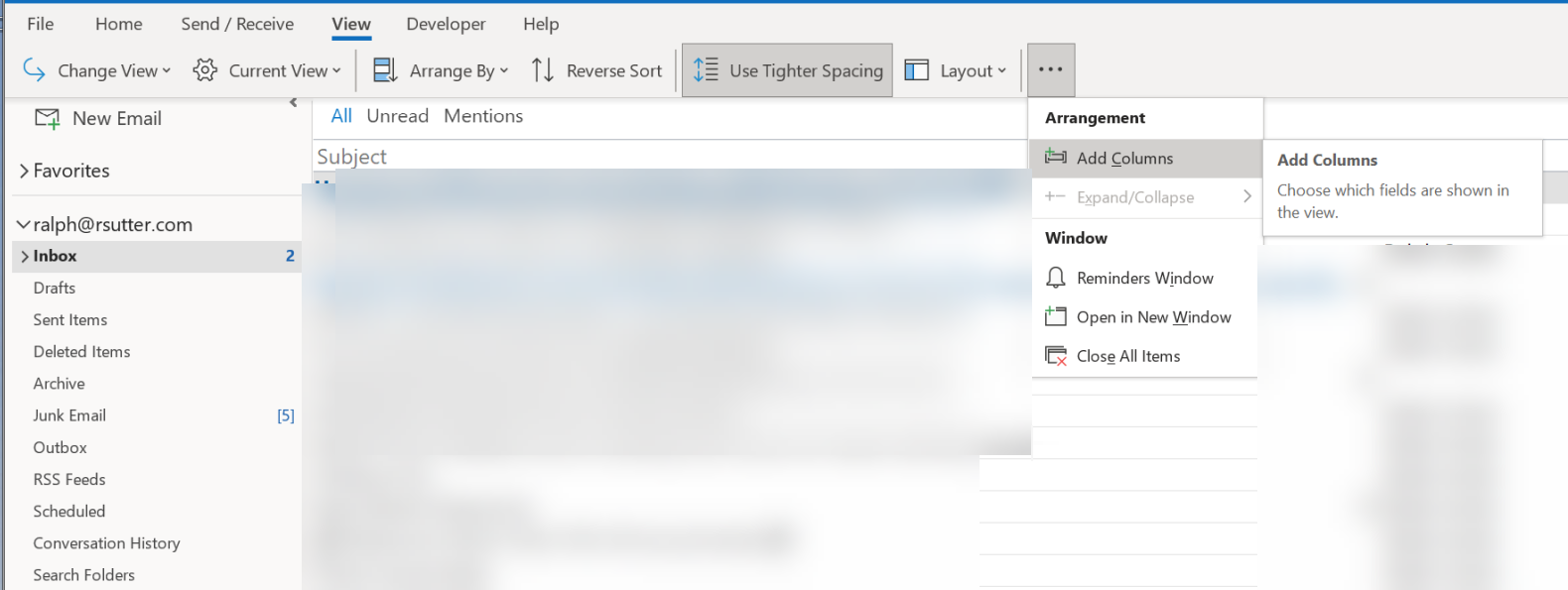
I locate wayward e-mails by using Outlook’s Search function As originally configured, the Search found the document(s) and I could then refile them properly but I wanted to know where I originally misdirected them.

Here is how I got that information; I added the In Folder column to my Outlook screen.

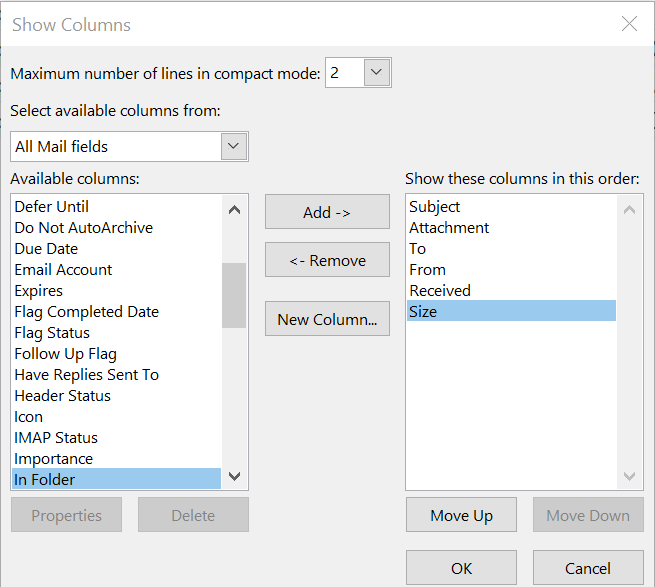
To do so, open Outlook and click on the **View** tab.

Select **Add Columns**

From **Select available columns from,** scroll the drop down menu



Choose In Folder and click the Add Button/OK



This will add the In Folder column to your Outlook screen

