ORGANIZE EMAIL

Using flags to organize messages by priority or importance, or for follow up, sorting by flags:
  o Flags: Right click flag icon beside message you wish to flag. Select the flag you would like from the options.
  o Categories: Right click on the category box next to the message you wish to organize. Select a category from the options of select All Categories, add a new category or rename an existing category.

You may also organize messages by selecting the Flag or Category option in the Home menu, under Tags.

Create subfolders under your Inbox to keep messages in a group