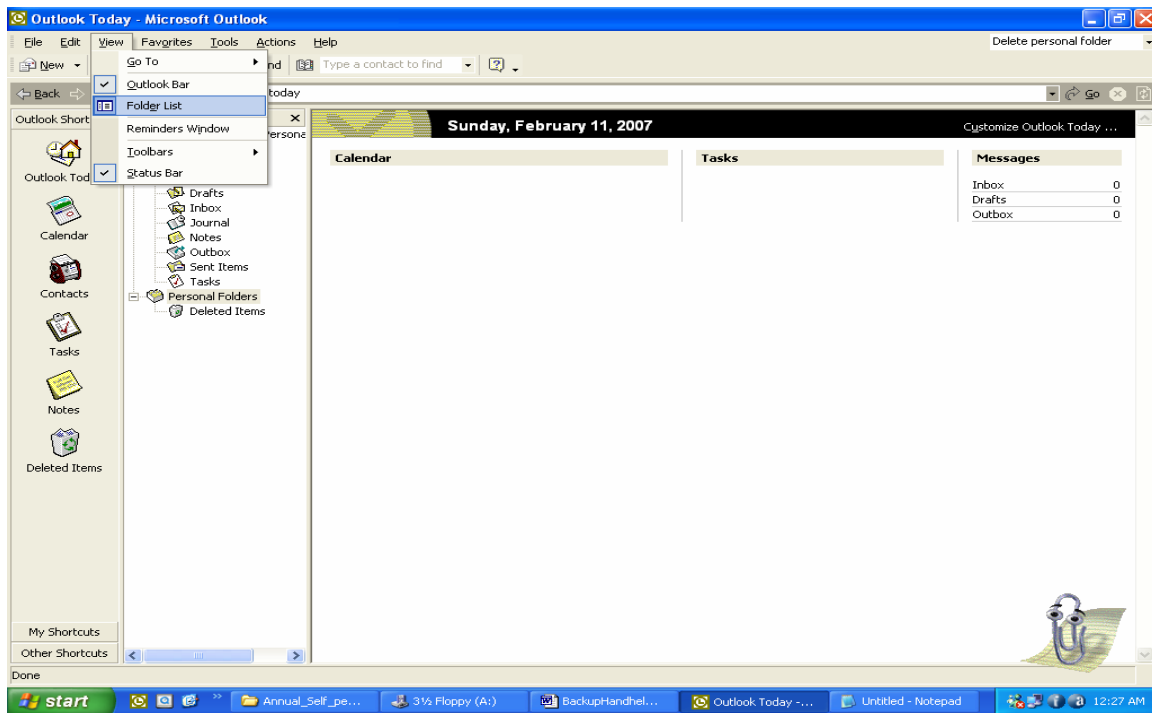


To Close a second empty personal folder in MS Outlook. Revised 2/25/07.

Click on view and then Folder List as shown on the dialog window below.



Note: If the second empty **Personal Folder** is already listed, right-click on it and click **Close "Personal Folders"** as shown on the dialog window below to closed it.

