

Email Folders

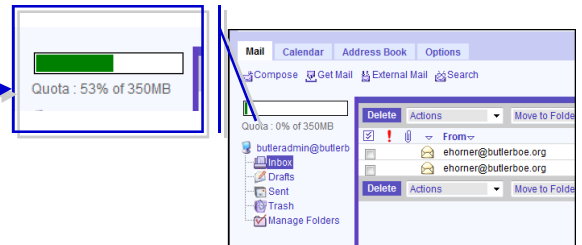
How can you store email messages that you want to keep, but don't need in your Inbox? This tutorial shows you how to create and manage folders.

Golden Rule #1: NEVER store things in your trash that you intend to keep.

Golden Rule #2: Regularly empty your Send folder and Trash folder.

First—Notice how much you have accumulated in your account. If you are reaching the upper limits:

- Weed through & delete old emails
- Empty the trash.



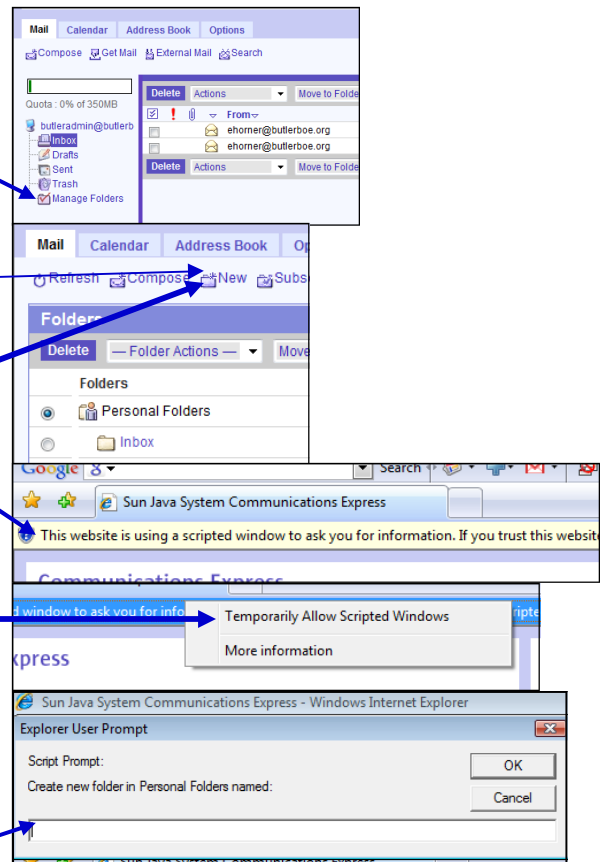
Create a New Folder to archive messages

2. Click on "New" - you might get a security warning requesting that you allow

3. Click on "Temporarily Allow Scripted Windows."

4. Once again, click on "New"

5. A pop up window will appear and allow you to name your new folder. Name it and click ok.

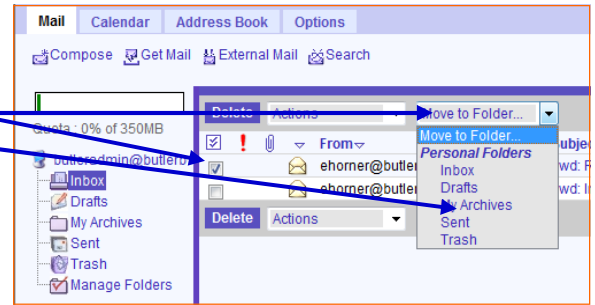


Create as many folders as you need. When finished, click on "Inbox" to return to your normal mail screen.

Move messages to another folder

- Select the check box next to the message
- Click on “Move to Folder”
- Click on the folder where you want to move your messages.

Note that you can select the checkbox next to multiple messages to move several at one time.



Alternately, while reading the message, you can move the message by clicking on “Move Message to Folder” from the toolbar.

