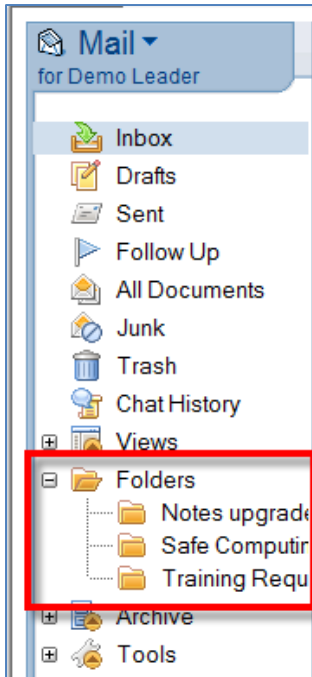


## Organize Mail into Folders

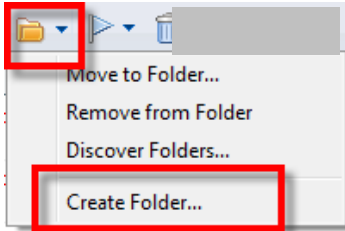
In an effort to organize all of the emails that you receive, you can create mail folders to store them in. One email can be stored in multiple folders.



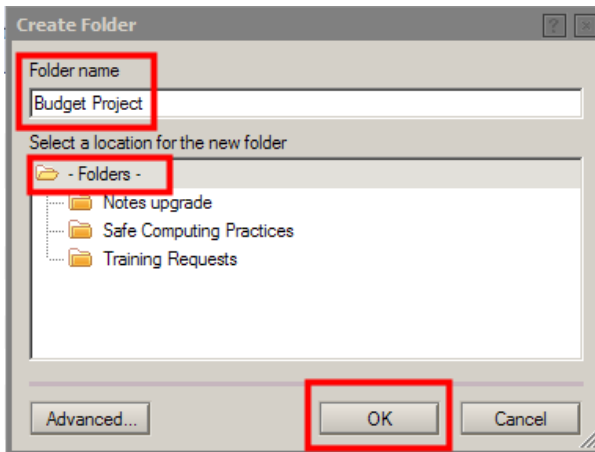
Click the **+** next to **Folders** to display all of the folders that you have created.

Click the folder name and you will see its contents displayed in the **View Pane**.

## How to Create a New Mail Folder

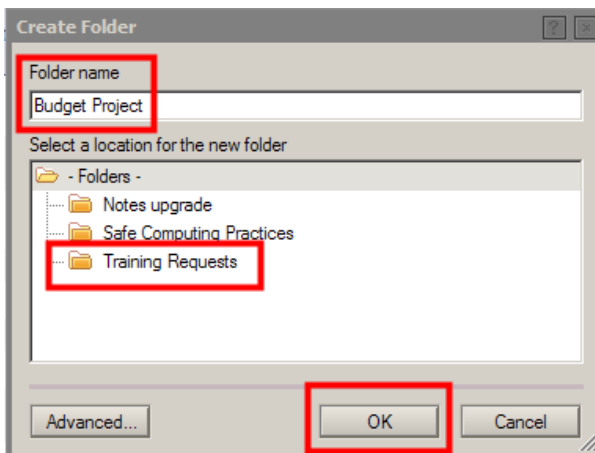


From your *Inbox* click the **Folder** action button and select **Create Folder**



Type the name of the folder

Click **OK** and a new folder will be created at the first level in the navigation pane

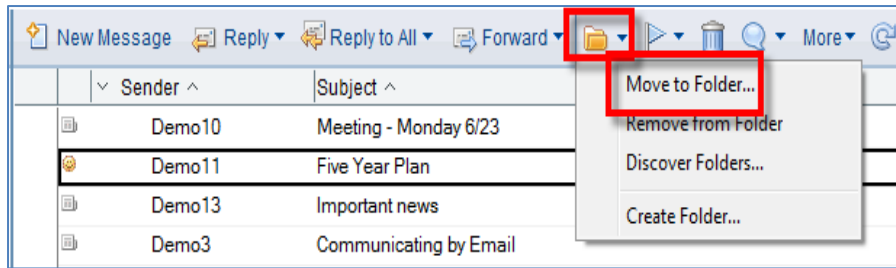


Or, if the new folder is going to be a subfolder, select the existing folder that you want to make it a subfolder under

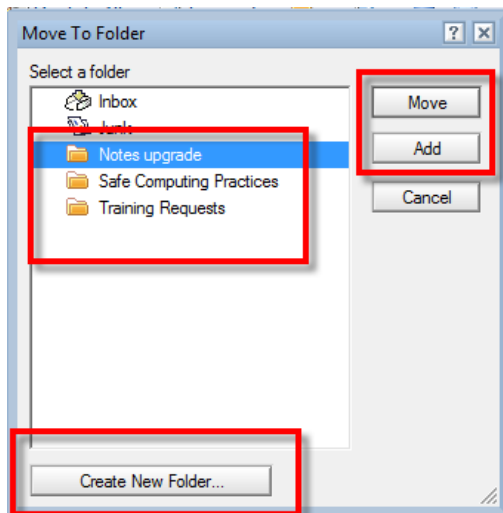
Click **OK**

## How to File Mail into Folders

- Open the message or select it in the *View Pane*



- Click the **Folder** action button and select **Move to Folder**. The *Move to Folder* dialog box opens. If you need to create a new folder at this point, you can click the **Create New Folder** button.



Select the folder that you want to move the message to by clicking it.

Click the **Move** button to remove the message from the existing folder and move it to the selected folder.

Or, click **Add** to leave the message in the original folder and add it to the selected folder.

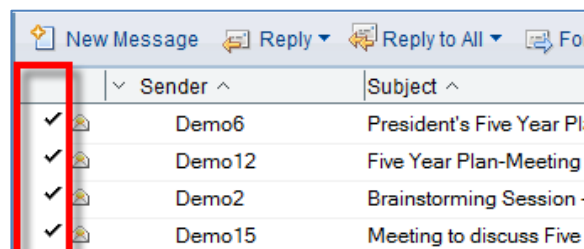
If you are in the **Sent** and **All Documents** view you will only have the **Add** option. **Move is not an option in these views.**



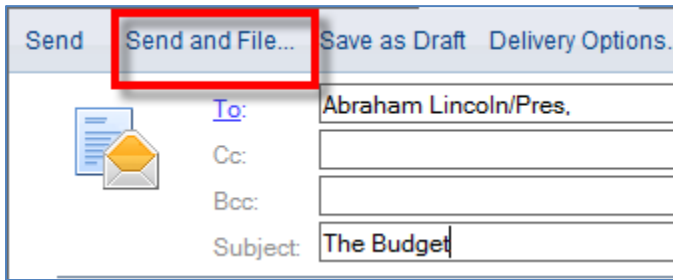
A quick way to move/add a message from one folder to another folder is to select the message and drag it to the folder in the *Navigation Pane*.



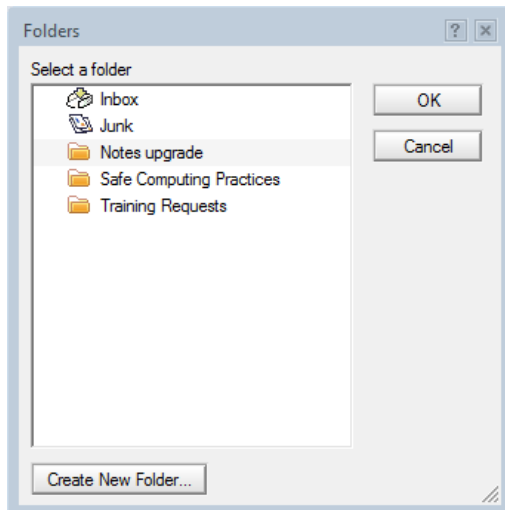
To select more than one message, click the gutter to the left of each message in the *View Pane*. This places a check mark next to each message.



## Send and File



When you send an email click **Send and File** instead of **Send**



Select the folder that you want to file the message in

Click **OK** and the message will be added to the selected folder. By default the message will also be in the **Sent** view and **All Documents** view.

## ***Delete Messages From a Folder***

When you delete a message from a folder you delete it from the entire Mail database including every folder that it was stored in!

- Select the message (or messages)
- Press the **DELETE** key on your keyboard or right click and choose Delete
- The message will be moved to the **Trash** folder and will remain there for

48 hours. While it's in the Trash you can restore it or permanently delete it.

## ***Remove Messages From a Folder***

If you want to remove a message from one specific folder and leave it in the other folders that it appears in you must remove it NOT delete it. You cannot remove messages from the *All Documents* or *Sent* views.

- Select the message (or messages)
- Click the **Folder** action button and select **Remove from Folder**

The message will be removed from that folder only.

## ***How to rename a folder***

- Right click the folder in the Navigation Pane
- Choose **Rename**
- Enter the new name in the dialog box and click **OK**

## ***How to delete a folder from the Navigation Pane***

When you no longer have use for a folder you should delete it from *the Navigation Pane*:

- Right click the folder in the Navigation Pane
- Choose **Remove Folder**

The folder will be deleted from the *Navigation Pane*. The messages that were in the folder can still be found in the *All Documents* view.