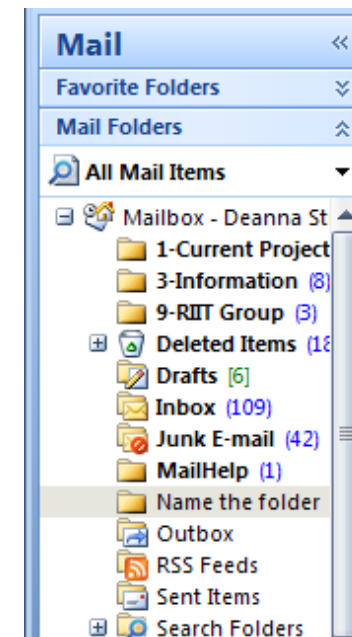
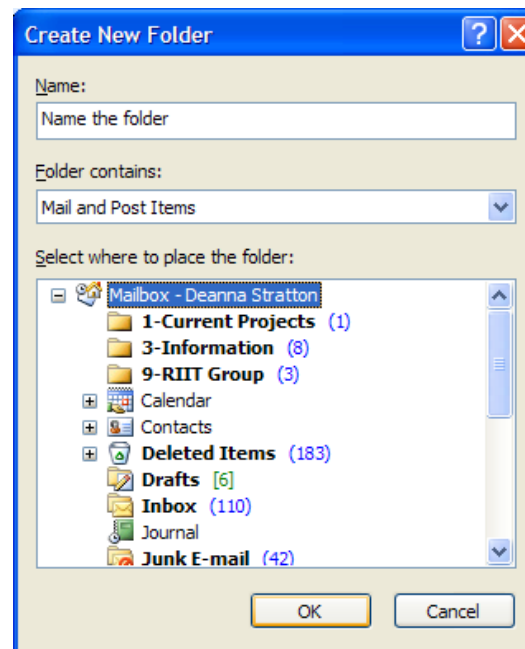
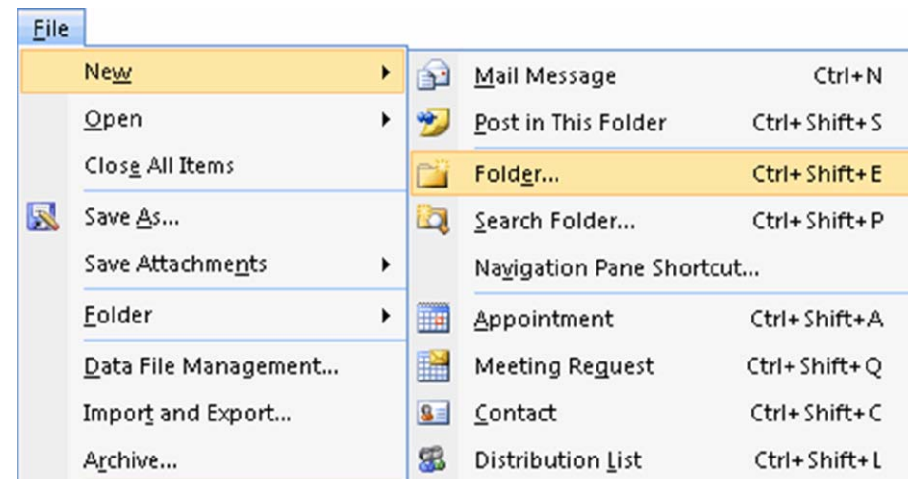


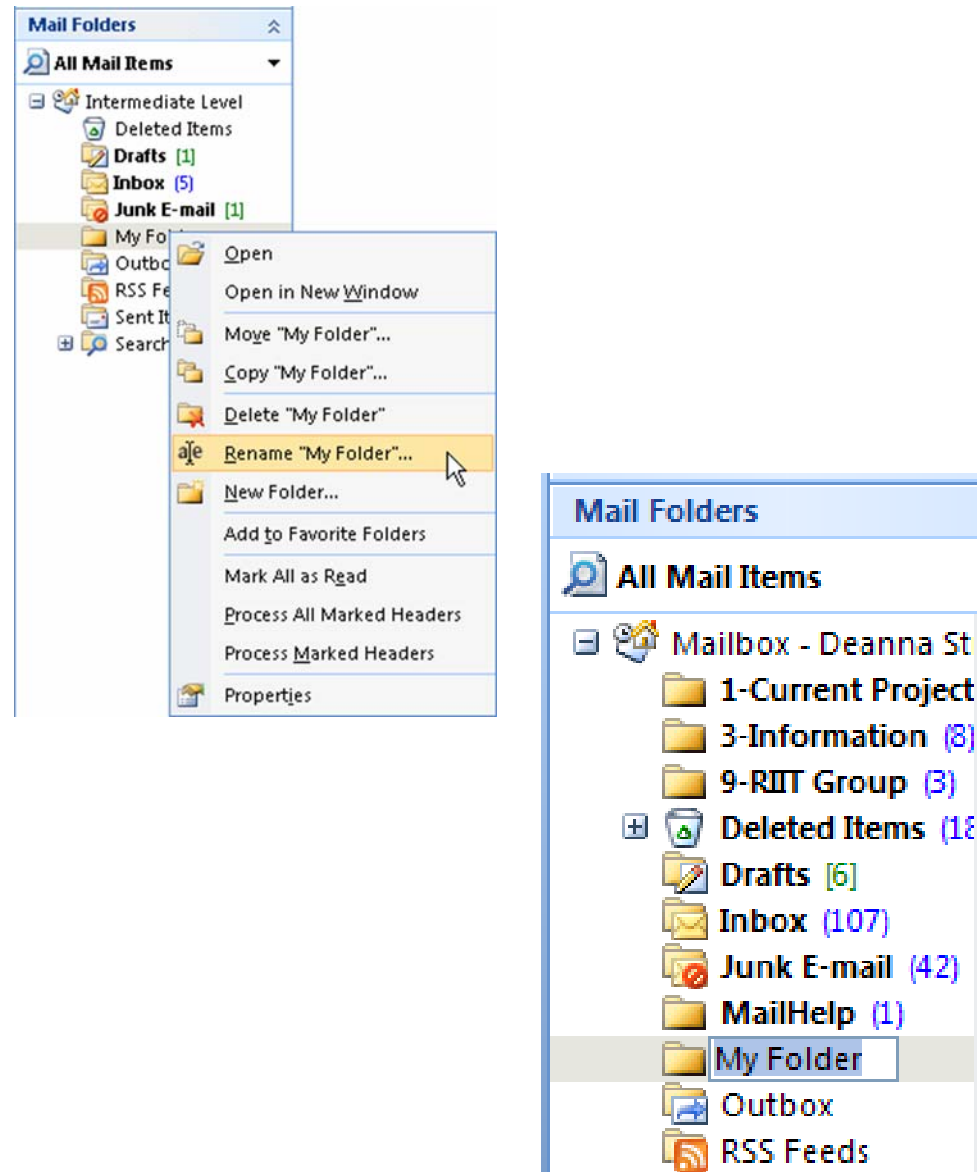
Creating a new Folder (Mailbox)

Click **File** > Point to **New** > Click **Folder** > Select where to place the folder > Name the folder > Click **OK**



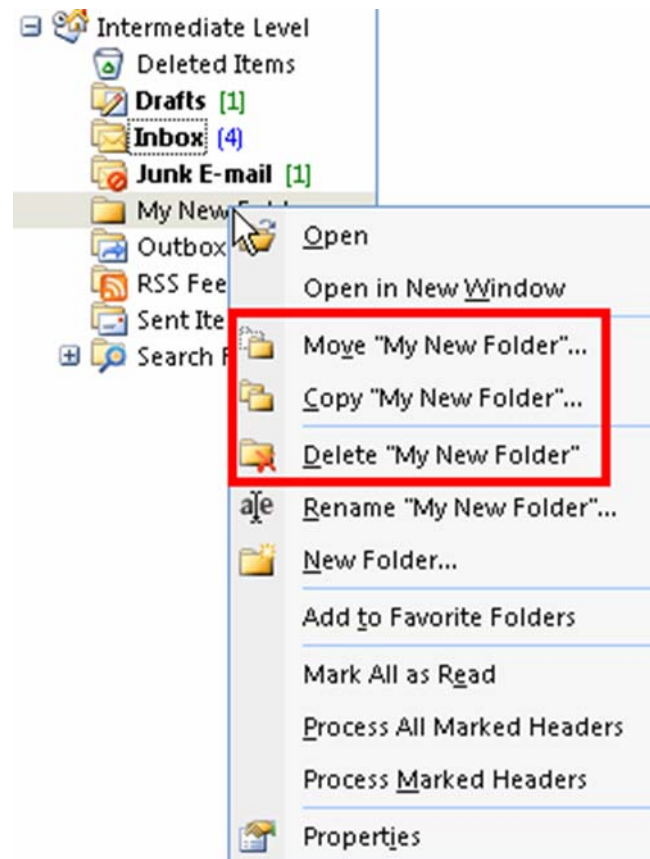
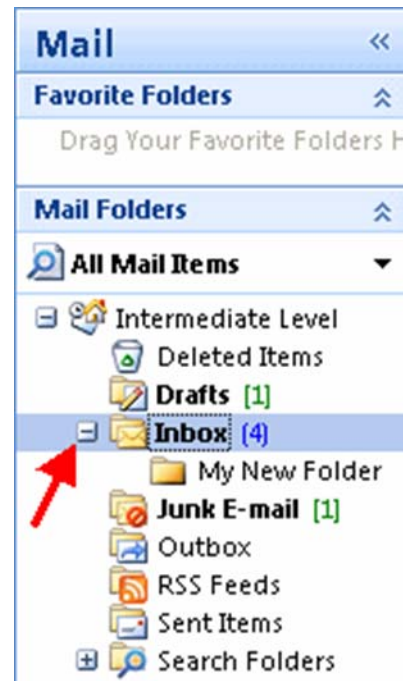
Renaming a Folder (Mailbox)

Right-Click the folder > Click on “**Rename “My Folder”**” > Type the new name for the Folder (Mailbox).



Moving & Deleting a Folder (Mailbox)

1. Drag and Drop the Folder in the place of your choosing.
2. Right-Click the Folder, and then Click **“Move, Copy or Delete “My New Folder”**”.



Moving Messages to a Folder (Mailbox)

1. Drag and Drop the Message to a Folder of your choosing.
2. Click the **“Move to Folder”** icon, and then Click a Folder from the List. To choose specific folders, click on **“Move to Folder”**

