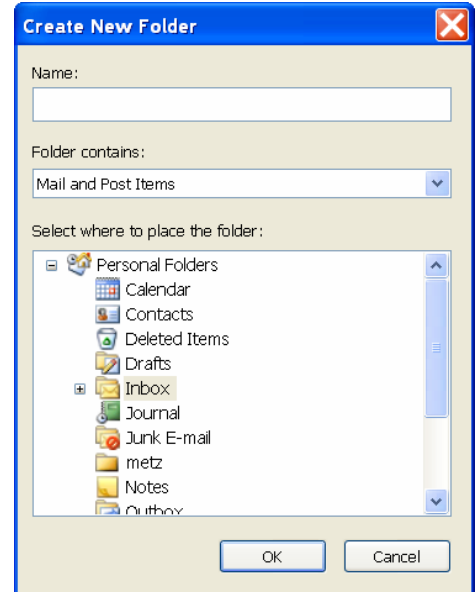


## CREATING SUBFOLDERS

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It is possible to create new personal folders at the same level as the default folders, such as the Inbox or Calendar. It is also possible to create subfolders within any main folder.

- ✦ Do one of the following:
  - ✦ Click the **New** button list arrow on the **Standard** toolbar.
  - ✦ Click **File** on the **Menu Bar** and then point to **New**.
- ✦ Select **Folder** from the list that appears.
- ✦ The **Create New Folder** dialog box will appear (see illustration at right).
- ✦ In the **Name** text box, input the name for the folder.
- ✦ Click the **Folder Contains** list arrow to choose the type of item that this folder will contain.
- ✦ In the **Select where to place the folder**, click the location for the new folder.
- ✦ Click **OK** to create the new folder.
- ✦ Click the plus (+) sign next to the **Inbox** folder under **All Mail Folders**.
- ✦ The new folder should appear in this list.



### DISPLAYING IN FAVORITE FOLDERS

To move a copy of this folder to the **Favorite Folders** list:

- ✦ Click with the left mouse button on the **Folder** in the **All Mail Folders** list that is to be displayed in the **Favorite Folders** list.
- ✦ Drag the folder up to the **Favorite Folders** list.
- ✦ A line will appear in the **Favorite Folders** list.
- ✦ This line indicates where the folder will be displayed.
- ✦ Move to the location where you want to have the folder displayed.
- ✦ Release the mouse button.
- ✦ The folder should appear in the desired location.
- ✦ To move the folder to a different location, just click and drag.

### FILING/MOVING MESSAGES TO DIFFERENT FOLDERS

The easiest way to move messages from one folder to another is to click on the message and drag it to the new folder.

#### **Moving One Message**

- ✦ Click the **Expand** button on the **Inbox** folder in the **Folder List**.
- ✦ This will display all the subfolders under the **Inbox**.
- ✦ Select one of the messages in the **Inbox**.
- ✦ Drag the message to the **New Subfolder**.

### Moving More Than One Message (Noncontiguous)

- ✦ Click the first message.
- ✦ Hold down the **Ctrl** key.
- ✦ Select all additional messages.
- ✦ Click on one of the highlighted messages and drag the messages into the **New Subfolder**.

### Moving More Than One Message (Contiguous)

- ✦ Click the first message.
- ✦ Hold down the **Shift** key.
- ✦ Click the last message.
- ✦ Click on the list of messages and drag the messages into the **New Subfolder**.

### Using the Shortcut Menu

When using the shortcut menu, there are several options available. Many of these options can be done with the Main Folder as well as with the Subfolders. However, options such as moving, deleting, or renaming the folders are not available when working with the Main Folder.

- ✦ Right-click on one of the subfolders.
- ✦ A shortcut menu will appear.
- ✦ Click the **Move** option.
  - ✦ The **Move Folder** dialog box will appear.
  - ✦ Select the folder where the selected folder is to be moved.
  - ✦ Click **OK** to exit from the box and move the folder.
- ✦ Click the **Delete** option to remove the selected folder.
- ✦ A message will appear confirming the deletion.
- ✦ To remove a folder from the **Favorite Folders** list:
  - ✦ Right-click the folder.
  - ✦ Choose **Remove from Favorite Folders**.
  - ✦ The folder will be removed from the **Favorite Folders** list, but will still appear in the **All Mail Folders** list.
- ✦ Choose any of the other options and see what can be accomplished with them.

