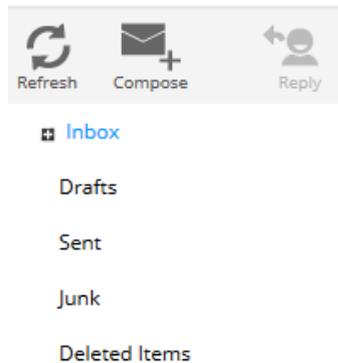


## Basic email folders and creating your own

Every email system has a standard set of folders built-in.



- **Inbox:** This is the first folder you see when logging into email and incoming mail arrives here.
- **Drafts:** Is useful for storing emails you are not ready to send. For example you may have started to create a new message or respond to one you received and then find you haven't all the information to complete and send it. Rather than lose the work you have done you can click the Save tool when composing and the message will be stored in Drafts.

To complete it later:

- Select the **Drafts** folder in the list of folders
  - **Double-click** on the message to open it
  - **Complete** the text, etc. as required
  - Click **Send**
- **Outbox:** This folder is not always visible; it is the temporary holding place for outgoing messages when you click the Send button. It is not shown in the Fasthosts system.
  - **Sent** (or sent items): Is the folder in which the email system automatically stores a copy of every message you send.
  - **Junk:** Depending on system settings, this folder could be used to filter out unwanted emails. It is typically not used in Saltash U3As Fasthosts system.
  - **Deleted Items:** Email messages deleted from any other folder will be moved to this folder. From here messages can be retrieved by dragging to another folder if deleted in error or permanently deleted. This folder should be emptied frequently when you are sure you don't need the items anymore.

You can delete individual items, but the Select menu, available in any folder, allows you to select many messages at the same time.



## Creating your own folders

It is useful from an organisational perspective to create folders related to the nature of the work you do or the subjects you deal with via email. Messages can be dragged between standard and personal folders as required.

There is a separate document detailing the [creation of email folders](#).