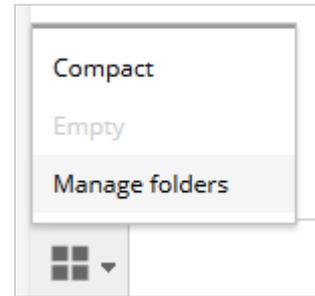
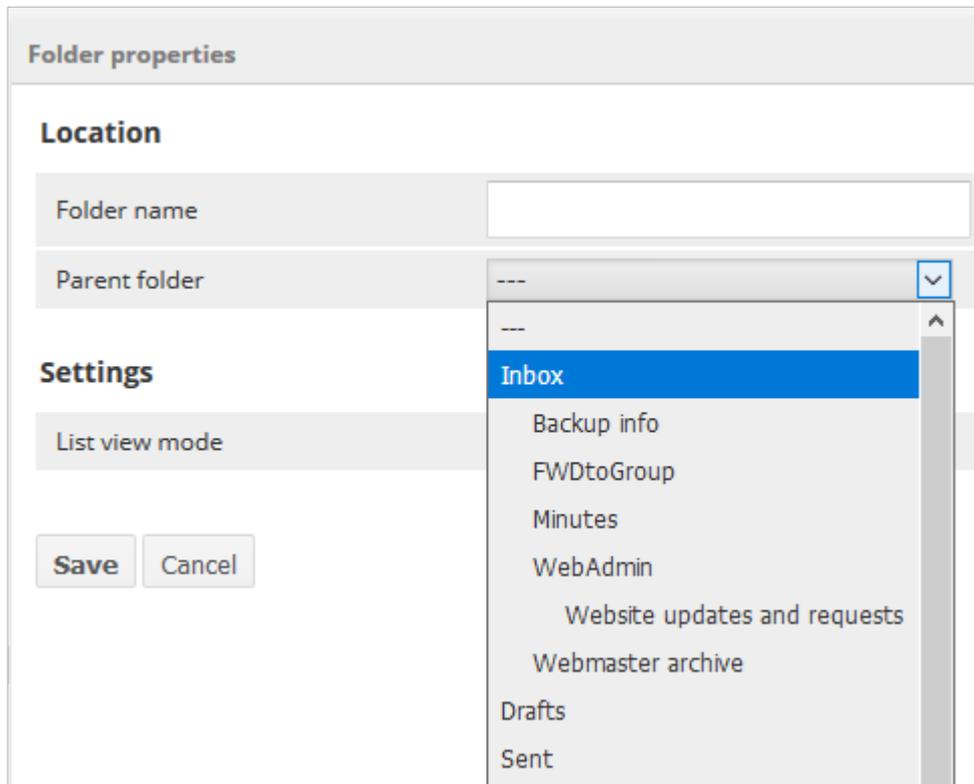


Creating Email Folders

1. Login to webmail.
2. Bottom left of the window click the Folder actions icon and select Manage folders.



3. The existing folders are listed in the next window. Click the **+** sign at the bottom of the **Folders** column to Create a new folder.
4. In the form displayed:
 - Enter the **name** of the new folder
 - Select Inbox (or other appropriate existing folder) to position the new folder in the hierarchy as a sub-folder of your selection.

A screenshot of a 'Folder properties' form. The form has two main sections: 'Location' and 'Settings'. Under 'Location', there is a text input field for 'Folder name' and a dropdown menu for 'Parent folder'. The 'Parent folder' dropdown is open, showing a list of folders: 'Inbox' (highlighted in blue), 'Backup info', 'FWDtoGroup', 'Minutes', 'WebAdmin', 'Website updates and requests', 'Webmaster archive', 'Drafts', and 'Sent'. Under 'Settings', there is a 'List view mode' field and two buttons: 'Save' and 'Cancel'.

5. Click **Save** when you have finished and the new folder name will appear alphabetically in the folder list.
6. To return to the Inbox screen, click the **envelope** icon.



Once a folder exists you can drag the selected mail item(s) into it from the Inbox or any other folder you are currently viewing.