How to Manage the Folders?

### Tutorial Information

Having all your mail messages in one folder can sometimes get overwhelming. Some people want better organization of their mail messages. Creating folders is one way of having better organization of all your mail messages.

### How to Manage the Folders

**Creating a New Folder:**

1. To create a new folder, click on the Create folder link on the right hand side of the web page. (See Fig. F1-1)

   ![Fig. F 1-1](image)

2. On the next screen, type in the name of the new folder and click the Create button. (See Fig. F1-2)

   ![Fig. F 1-2](image)

3. A new folder name should appear in the list (See Fig. F1-3).

   ![Fig. F 1-3](image)
Renaming a Folder:

1. To rename folder, click on button the next to the folder name so it is selected. Then type in the new name of the folder under the Actions area of the web page and click the Go button (See Fig. F1-4).

![Fig. F1-4]

2. The name of the folder will be changed in the list (See Fig. F1-5).

![Fig. F1-5]

Deleting a Folder:

1. To delete a folder, click on the button next to the folder name so it is selected. (See Fig. F1-5).

![Fig. F1-5]
2. Click on the Delete Folder link (See Fig. F1-6).

![Fig. F1-6]

3. A dialog box will appear asking if you want to delete the folder. Click the OK button (See Fig. F1-7).

![Fig. F1-7]

4. The folder will be deleted from the list (See Fig. F1-8).

![Fig. F1-8]