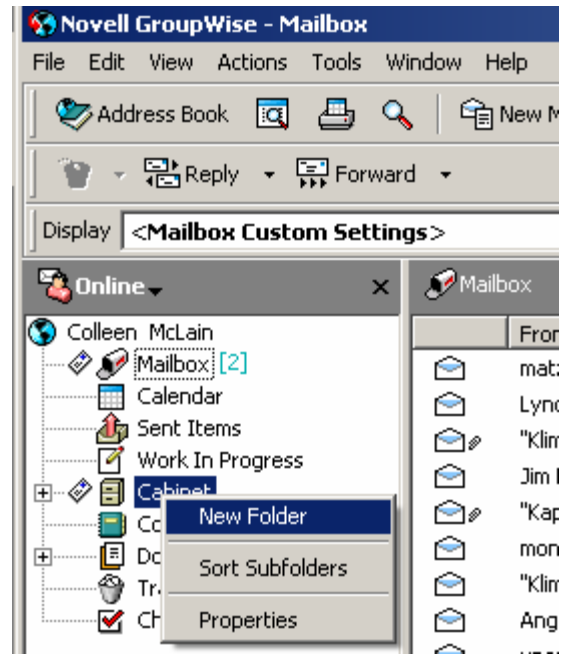


## Making folders for organizing email

1. You can make folders in your cabinet for organizing mail similarly to how folders are made for storing Word documents.

Right click on "Cabinet" and click "new folder".  
Select "personal folder" and click "next".



2. Name the folder something logical to remember what you will be filing away in there! Click "next" and then "finish".

Your new folder should be under cabinet.

The easiest way to save email to the folders is to drag them from your mailbox to the desired folder.

