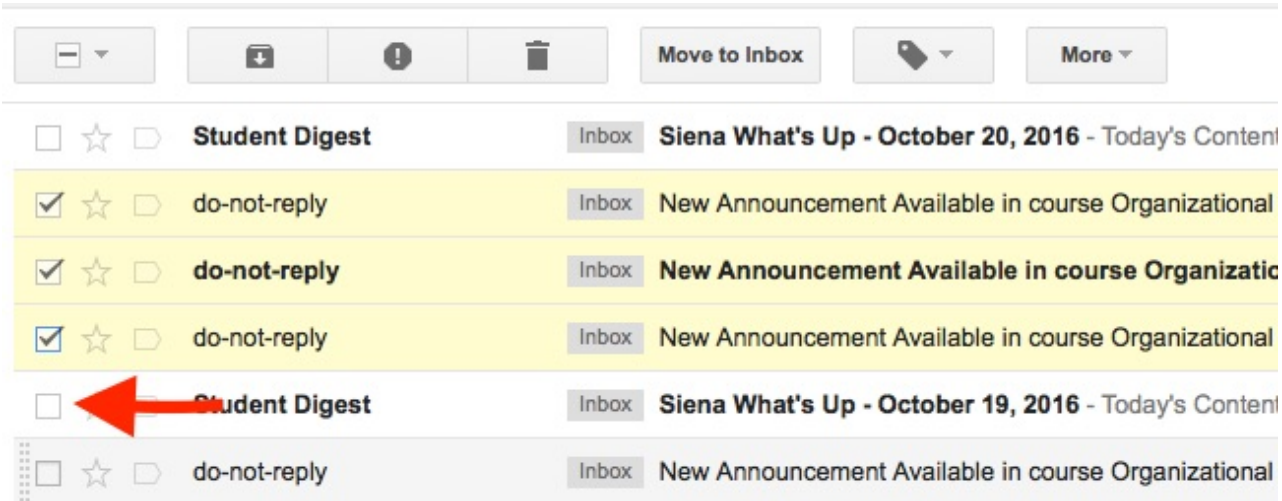
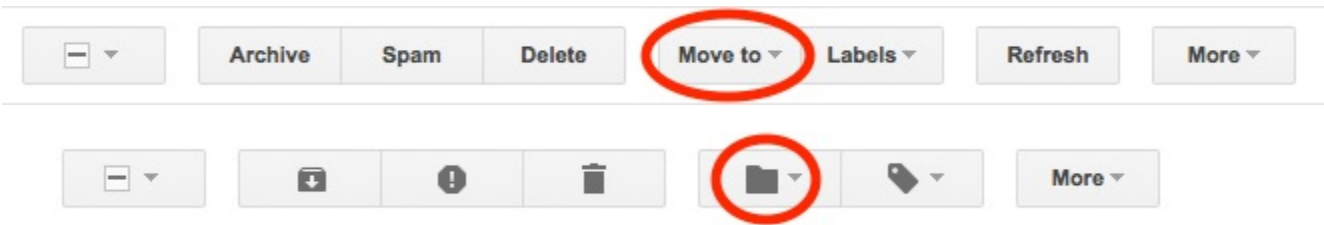


Creating Folders

1. Log into your email account.
2. Select the emails you want to move into a folder by clicking the boxes on the left hand side of the emails.



3. Once you have your emails selected several icons will appear at the top of your inbox. Click the Folder/"move to" icon.



4. A menu will drop down; you can select a folder that is already made by clicking on the folder name.
5. If you want to create a new folder, go to the bottom of the drop down menu and select "Create New."

A screenshot of a 'New Label' dialog box. It has a title bar with a close button (X). The main content area contains the text 'Please enter a new label name:' followed by a text input field. Below that is a checkbox labeled 'Nest label under:' followed by a dropdown menu. At the bottom, there are two buttons: 'Create' and 'Cancel'.

6. A new window will appear, type in your desired folder name and click "Create."

More ▾

Move to:

Alex and Ani
BUDV
christmas
class work
Girl Fight
Homework assignments to print
Inbox/classes
Internships
ire

Spam
Trash

Create new
Manage labels