

Move Email into Folders

By default, messages sent to you are stored in your Inbox; however, you can organize your messages into a hierarchical folder system that is more meaningful to you and continue to adjust it as your needs change. Messages can be moved from one folder to another; so for instance, you can move messages from your Inbox into a folder that you created that is more meaningful to you.

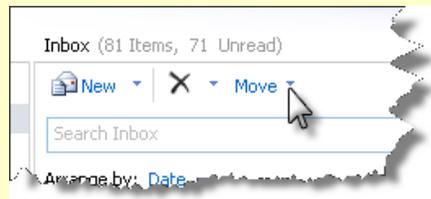
Try This Yourself:

- 1 In the Navigation Pane on the left hand side, click the folder **Mail** to make sure you are within Mail.

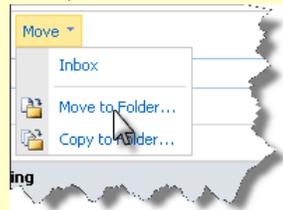


- 2 Select the file you want to move.

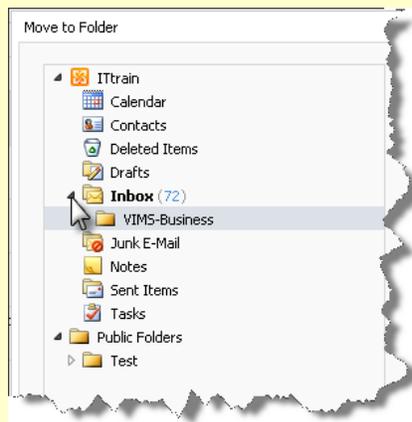
- 3 Click **Move**.



- 4 A drop down window appears, select **Move to Folder...**



- 5 In the Move to Folder window, expand Inbox by clicking the arrow to the left of Inbox.



- 6 In the Move to Folder window, expand Inbox by clicking the arrow to the left of Inbox. Select the folder you want to move your message to by clicking the folder to highlight it. In this example, we are moving to the folder **VIMS-Business**.



- 7 Now click **Move** and your message will be moved into this folder.

