

## Title: **Moving an Email Message to a Folder**

**Purpose:** Use this procedure to organise email messages by storing them in folders.

If you receive and send lots of email, it is good practice to keep them in folders. For example, you could set up folders for projects, clients, training, action items, whatever. That way, if you need to refer to an email that you have sent or received, it can be easily found.

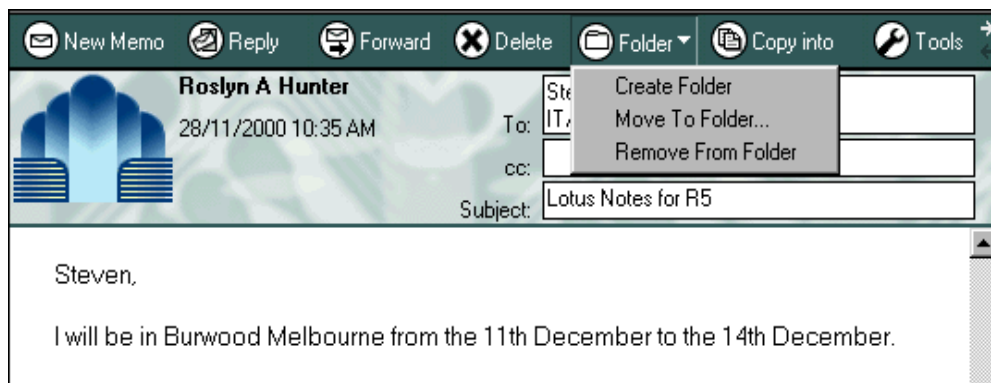
Remember to regularly (at least monthly) peruse your folders and either delete or archive messages that are more than a month old. [See: Archiving Messages](#) .

Follow the 2 steps below.

Step	Action
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1	<b>With the message open:</b>
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- click on the Folder pull down menu



- To create a new folder **as well** as move the message to that new folder:
  - Select the Move to Folder option
  - Click on the Create New Folder button (bottom of the window)

Information
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**Hint:** Always select Move instead of Add. Move will move it out of your in-box. Add will keep the message in the in-box but allows you to view it from the folder. Remember that the message is only 1 document and if you delete it from 1 view it will delete it from all views.



- type in the name of the new folder
- Click OK



- Select the folder to where you want to move the message
- Click Move.



## 2 From the message view screen

- click the message and hold down the left mouse button
- drag it to the appropriate folder

- release the button