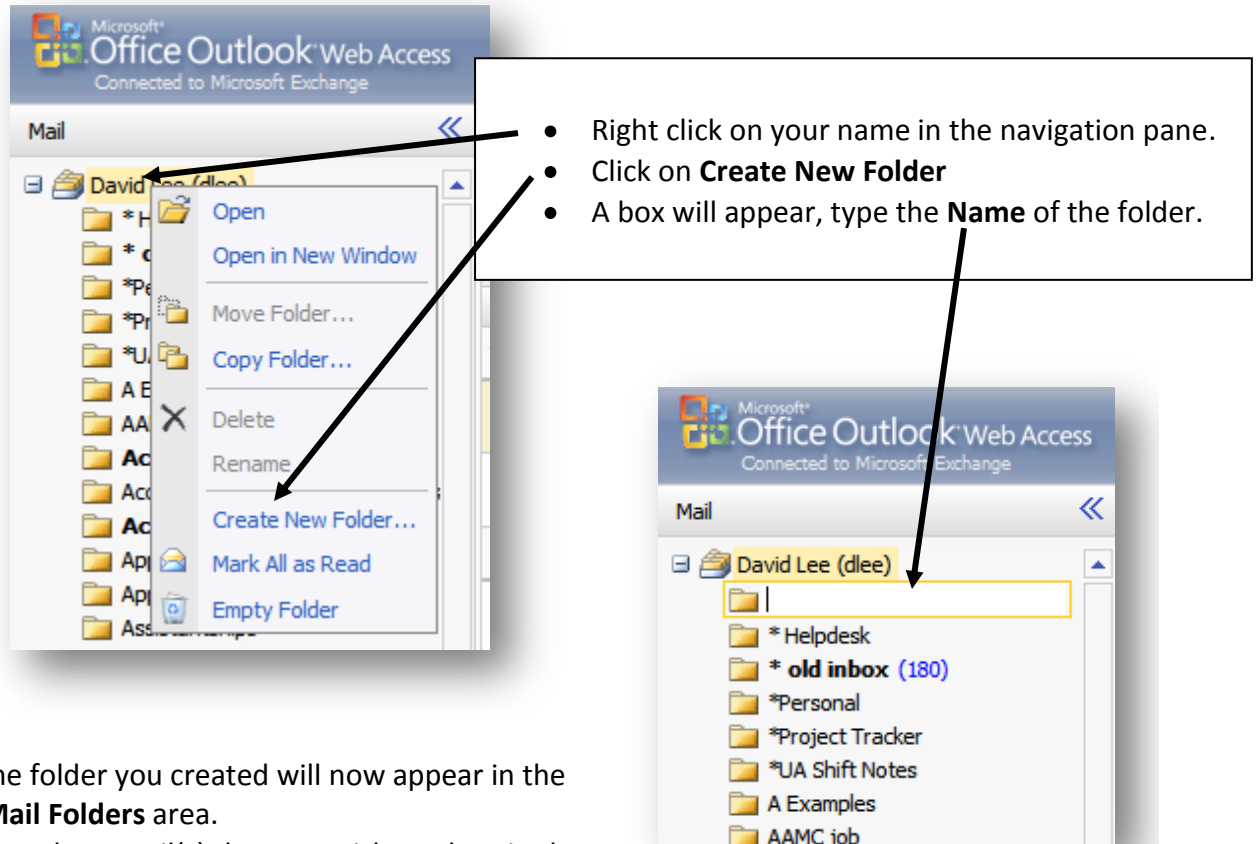


## Organizing your e-mails

You can organize and categorize your e-mails by creating folders and moving your e-mails into them.

### To create a new folder:



- The folder you created will now appear in the **Mail Folders** area.
- Drag the e-mail(s) that you wish to place in the folder you created.

### To remove a folder:

- Make sure the folder is empty by moving any messages you wish to save into other folders and deleting the rest.
- In the Navigation pane, right-click on the folder you wish to remove.
- Click **Delete** to remove the folder.

