

Creating Folders

You can create your own folders based on your specific needs. Your outgoing messages kept in the ICONDESK folder environment may easily be reused.

Method

To create a folder:

From the Mail Manager window:

1. Click on **FILE** in the Menu Bar.
2. Select the **NEW FOLDER** option.
3. Type in a new folder name.
4. Click on the **NEW** command button.

The Standard ICONDESK Folders

There are certain folders which are created automatically in the ICONDESK application. Specifically, these are the Inbox and Outbox.

The Inbox folder contains all messages which have been accepted, assuming they haven't been moved to another folder (see *Moving Messages to ICONDESK Folders*).

The Outbox, as a default, will include all outgoing messages. (This may not be true in the following circumstances: default settings have been changed using profiling; the message was moved or not saved.)

There is also a Work folder which will be created automatically whenever you Save a message using the Message/Save option.

TRAP

A saved message will be resident in the work folder unless the message options window indicates otherwise. In this case, the message will be located in the folder specified in the 'folder field' of the message options window.

Method

To view the contents of an ICONDESK folder

1. Select **VIEW** from the Mail Manager Menu Bar.
2. Click on the folder you wish to consult.