

To Create a Personal Folder:

1. Select your personal Mailbox (Mailbox - Username).
2. Select **File, New Folder** from the menu bar. The *New Folder* dialogue box appears.
3. Enter the name of the new folder (i.e. Saved Messages or Templates) and click on the **OK** button.

Exercise

Create two **Personal** folders, one titled “**Saved Messages**”, the other “**Templates**”. These folders will be required later on.

To Rename a Folder:

1. Select the folder.
2. Select **File, Rename** from the menu bar.
3. Enter the new name and click on the **OK** button.

To Delete a Folder:

1. Select the folder.
2. Press **Delete**.
3. Confirm the deletion.

Accessing Mail From Public Folders

Users can share folder information (both outgoing and incoming), provided permissions are assigned accordingly.

To Access Mail From Public Folders:

1. Click on the + sign beside *Public Folders*.
2. Select the desired public folder, then the message from the public folder and press **ENTER**.
3. The message may now be edited or printed as required, depending on the permissions granted by the originator. Users may forward, reply to, and print but otherwise cannot modify the message(s) in the shared public folder.