

Deleting Folders

When a folder is deleted, all of the messages which reside in the folder are automatically deleted!!!! BE VERY CAREFUL...

Also note that when the contents of a folder is deleted (all resident messages), the folder itself will also be removed.

Method

To delete a folder:

1. Select the appropriate folder.
2. Click on the DELETE Button.

OR

3. Click on the DELETE option from the FILE menu.
3. Click on YES to confirm the operation.

Exercise

In this exercise, you will file all of the messages from the Inbox in a STUDENT folder using the Move function.

1. Open the INBOX folder
2. Select all of the messages *Using the Shift+click technique.*
3. Click on FILE in the Menu Bar
4. Click on the MOVE option
5. Click in the NEW FOLDER field and type STUDENT
6. Click on OK
7. Click on VIEW in the Menu Bar
8. Click on FOLDER LIST
9. Double-click on the folder named STUDENT *Check if the messages you moved are located in that folder.*