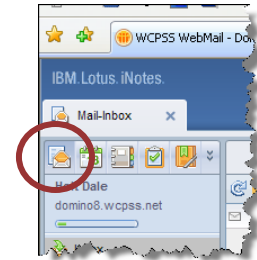


## Lotus Notes: Using Folders

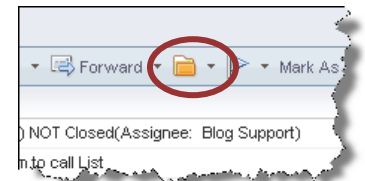
Use folders to organize your e-mail by subject, category, topic, etc.

### Creating Folders

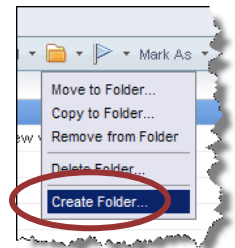
1. Click the **Mail icon** to open your inbox.



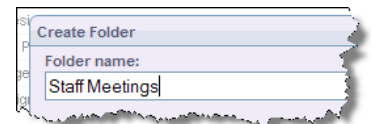
2. Click the **down arrow** beside the Folder icon located on the action bar.



3. Select **Create Folder**.



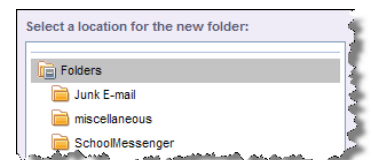
4. Type a **Folder name**.



5. Click to **select a location** for the new folder.

**NOTE:** This will default to the "Folders" folder if you do not have any existing folders.

- Click an existing folder to create a folder inside another folder.



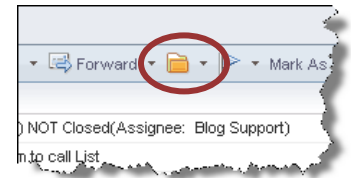
6. Click **OK**.

## Lotus Notes: Using Folders

### Moving Messages to a Folder

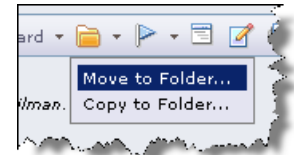
#### By Selecting a Folder

1. With message open, click the **down arrow** beside the folder icon located on the action bar.



2. Select **Move to Folder** or **Copy to Folder**:

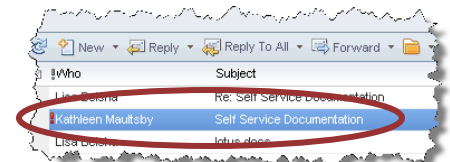
- **Move to Folder** – Moves message from your Inbox to the folder selected.
- **Copy to Folder** – Moves a copy of the message from your Inbox to the folder selected. Original message remains in your Inbox.



3. Click **OK**.

#### By Using Drag and Drop

1. Select a **message**.



2. Click and drag the **message** into any folder.

### Viewing Messages in a Folder

1. Click **+** beside “Folders” to expand the view.



2. Click on any **folder name** to open and view messages.

