



FINANCIAL CREDIT NETWORK®

Creating Sub folders in Client View message center

- Double click on the cell directly under “Folder”

	Sender/Recipients	Subject	Folder	Date
	Kim Speer (kspeer) - City of Merced	Re: Re: City of Merced disputes		03/17/2015 1:09 PM
	Kim Speer (kspeer) - City of Merced	City of Merced disputes		03/13/2015 4:24 PM
	Juan Rubio (jrubio) - Sansum Clinic	Re: request for Itemized Statement		03/11/2015 10:40 AM
	Chelbi Kelley (ckelley) - Casitas Municipal Water Dist	Fwd: REQUEST FOR ITEMIZED...		03/10/2015 8:36 AM

- Click drop down arrow

	Sender/Recipients	Subject	Folder	Date
	Kim Speer (kspeer) - City of Merced	Re: Re: City of Merced disputes		03/17/2015 1:09 PM
	Kim Speer (kspeer) - City of Merced	City of Merced disputes		03/13/2015 4:24 PM
	Juan Rubio (jrubio) - Sansum Clinic	Re: request for Itemized Statement		03/11/2015 10:40 AM
	Chelbi Kelley (ckelley) - Casitas Municipal Water Dist	Fwd: REQUEST FOR ITEMIZED...		03/10/2015 8:36 AM
	Elayne Huff (ehuff) - Wittman - Billing Service	Re: Re: Re: itemized statement r...		03/05/2015 11:43 AM
	Elayne Huff (ehuff) - Wittman - Billing Service	Re: Re: Re: itemized statement r...		03/05/2015 11:42 AM
	Elayne Huff (ehuff) - Wittman - Billing Service	Re: itemized statement request		03/05/2015 8:42 AM
	Chelbi Kelley (ckelley) - Casitas Municipal Water Dist	Re: REQUEST FOR ITEMIZED S...		03/04/2015 10:14 AM

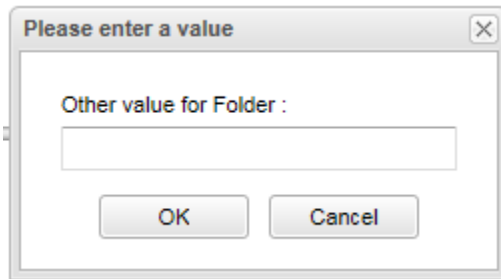
- Select new folder

	Sender/Recipients	Subject	Folder	Date
	Kim Speer (kspeer) - City of Merced	Re: Re: City of Merced disputes		03/17/2015 1:09 PM
	Kim Speer (kspeer) - City of Merced	City of Merced disputes		03/13/2015 4:24 PM
	Juan Rubio (jrubio) - Sansum Clinic	Re: request for Itemized Statement	COMPLETED	03/11/2015 10:40 AM
	Chelbi Kelley (ckelley) - Casitas Municipal Water Dist	Fwd: REQUEST FOR ITEMIZED...	Trash	03/10/2015 8:36 AM
	Elayne Huff (ehuff) - Wittman - Billing Service	Re: Re: Re: itemized statement r...	-----	03/05/2015 11:43 AM
	Elayne Huff (ehuff) - Wittman - Billing Service	Re: Re: Re: itemized statement r...	New Folder	03/05/2015 11:42 AM
	Elayne Huff (ehuff) - Wittman - Billing Service	Re: Re: Re: itemized statement r...	-----	03/05/2015 8:42 AM
	Chelbi Kelley (ckelley) - Casitas Municipal Water Dist	Re: REQUEST FOR ITEMIZED S...	-----	03/04/2015 10:14 AM

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800-540-9011

- New box will open



- Type name of new folder you want to create
- Once you have created the folders you want double click on the cell under "folder" name and you can chose the folder you want the email to be moved to.
- On top left corner you will see a drop down box to navigate to each folder you have created.