



- A new dialog box will open.
- Type the name of the new folder you want to create.
- Select OK, and your new folder will be added.
- Once you have created the folder you want, you can double-click on the cell under Folder name and then choose the folder to which you want the email to be moved.



- To navigate to any of your folders, go to the Message tab on the top menu bar.
- Select the dropdown arrow, and then select Manage Messages.
- It will open a new "Secure Messaging" box.
- Select the dropdown arrow at the top-left corner and select the folder you want to open.

