

Web Based E-mail - Creating Folders

To create a folder:

1. Select **Folders** from the **Compose** sub-menu in the left navigation bar.
2. Click the **Create Folder** button.




The screenshot shows a web-based email interface. On the left is a navigation menu with links: [Inbox](#), [Compose](#), [Folders](#), [Invoices](#), [SentMail](#), [Time Cards](#), [Trash](#), [Contacts](#), [Logout](#), [Options](#), [Find Mail](#), and [Help](#). The main content area is titled "Mail Folders" and contains a "Create Folder" button. Below the button is a table with the following data:

Folder	Messages	Unread	Edit	Del	Empty	Usage
Inbox	0	0				0 KB
Invoices	1	0				1 KB
SentMail	0	0				0 KB
Time Cards	0	0				0 KB
Trash	0	0				0 KB
Total	1	0				1 KB

Below the table, there is a copyright notice: "© 1999-2004 Operave Systems Inc. All Rights Reserved." and a "Help" link.

3. Enter a folder name in the **New Folder Name** text field.
4. Click the **OK** button.

 Create Folder

New Folder Name:

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