



# North Spencer County School Corporation Technology Tips

Wednesday, May 16, 2007

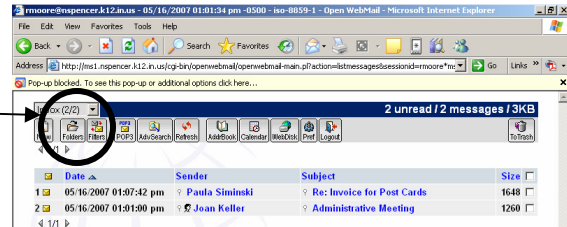
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Robert Moore, Webmaster, etc.

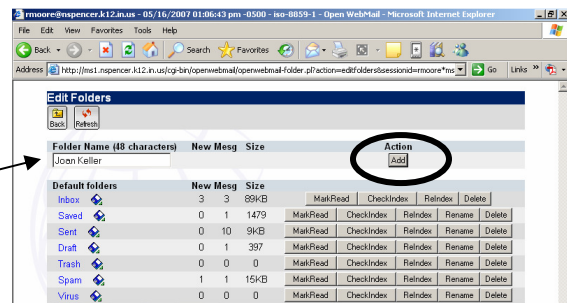
## Creating E-mail Folders

Are you a saver of old e-mail messages? Do you ever have to look back through a bunch of old messages to find that one you got about a particular topic 6 months ago? Well, there is a solution for you. If you can't stand to delete old messages, then create some folders to organize them!

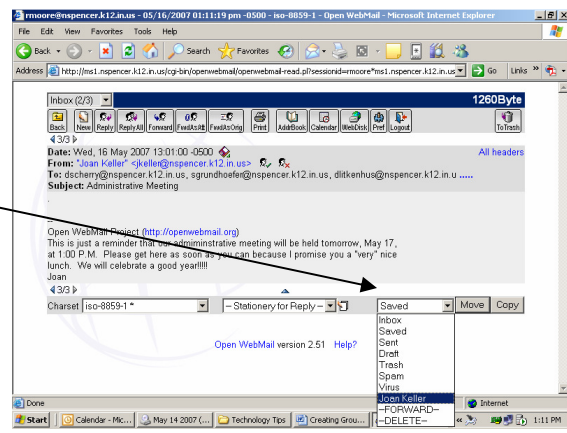
1. Log into Open WebMail and click on the **Folders** icon.



2. In the box labeled **Folder Name**, you need type a name for your folder. So, let's say you want to keep all the messages from Joan Keller in their own folder. Let's name the folder "Joan Keller," then! After that, click the **Add** button.



3. Now, whenever you're done reading a message from Joan Keller, you can **Move** it to your "Joan Keller" folder.



4. Then, down the road, if you need to find an old message from Joan Keller, you can look in your "Joan Keller" folder, and you won't have as many messages to look through.

