# Manage Mail Folders

To save files at the end of a semester, first create a folder, move the inbox and sent email messages to the folder. To access the folder management area, from the Email list page, click on the Folder Management button at the top of the screen.

## Create a Folder

* From the Folder Management area, click the New Folder button.
* Choose the type of folder—Message or Contacts. Use Message folder for saving email messages. You cannot change the folder type once it has been associated with a folder.
* Type a name for the folder in the Folder Name field. You may want to create a separate folder for each course to make it easy to locate mail from a previous semester; for example, XXX1000-760 Spring 2012.
* Assign the folder to a Parent Folder, if desired. Choosing a parent folder means that the folder you add is "nested" within the parent folder. Choose "None" if you do not want the folder to have a parent. You can nest folders as deeply as you want.
* Click on Save.
* Click on the Message List tab at the top of the screen to return to the Email list page.

## Move Messages to a Folder

* Select the check box next to the message or messages you want to move. You can display up to 200 per page. To select all email on the page, click the check box at the top of the email list (to the left of the trash icon).
* In the "Move to" drop-down list, select the folder to which you want to move the messages.

## Delete a Folder

* Click on the Folder Management button.
* Click on the Action menu for the folder and select Delete. You cannot delete system-created folders: Inbox, Sent Mail, Drafts, or Trash.