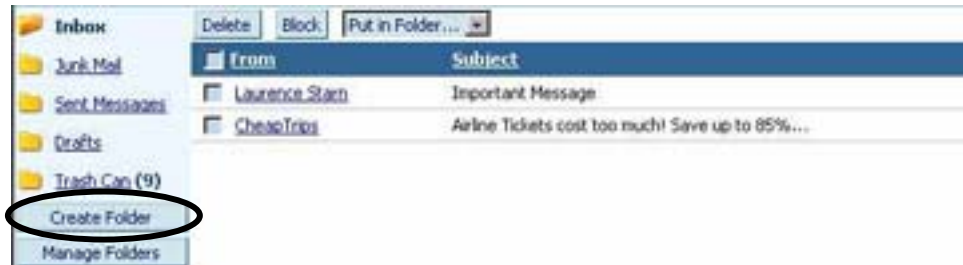


## STEP BY STEP: Saving an E-mail Message

---

### Step One

To create a new folder to store e-mail messages, click the Create Folder button.



### Step Two

When the Create New Folder page appears, type a name for your new folder in the “New Folder Name” text field. Then, click the OK button.



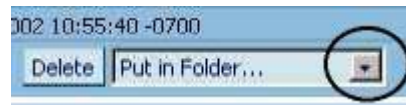
### Step Three

When you return to the Inbox page, notice that the new folder you have created is now in the section with the other folders.



### Step Four

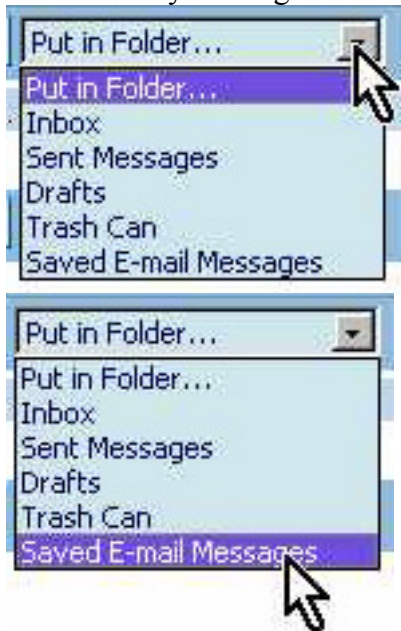
After you have read an e-mail message that you want to save, click the down arrow on the Put in Folder... drop down menu.



---

**Step Five**

After the Put in Folder... drop down menu opens, select the name of your new folder by moving the mouse pointer to the name and clicking it.



**Note:** After you have clicked your new folder name, the Inbox page will open showing that the e-mail message has removed from the Inbox folder.

