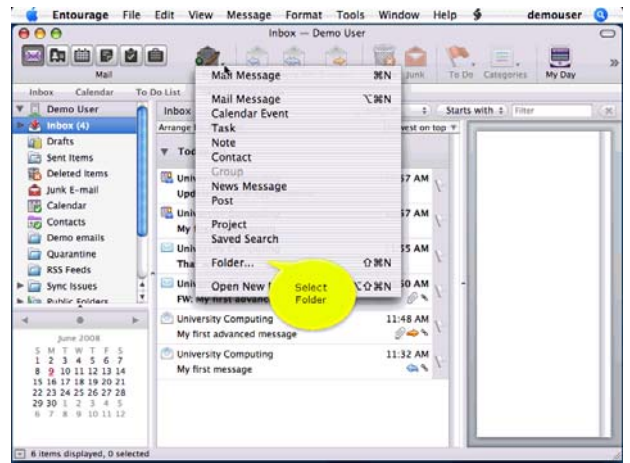
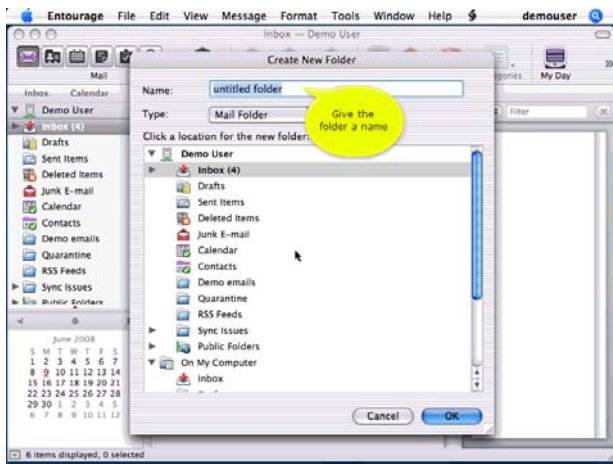


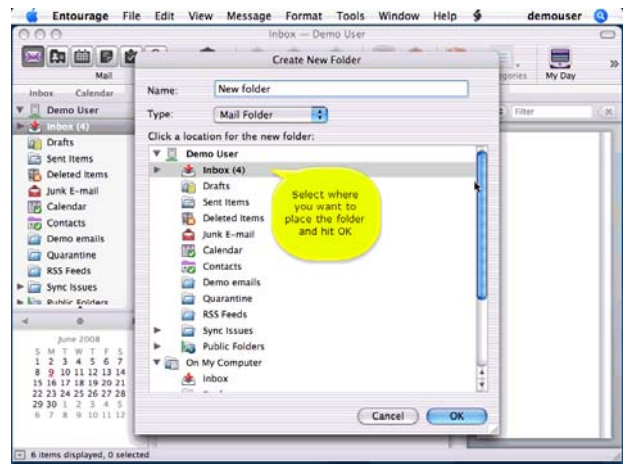
Select the "New" drop down



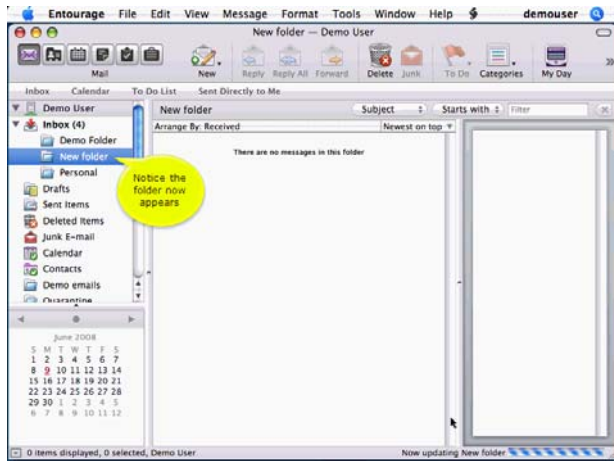
Select Folder



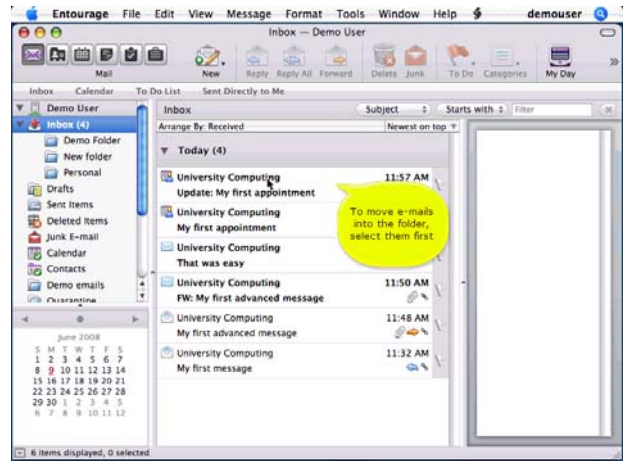
Give the folder a name



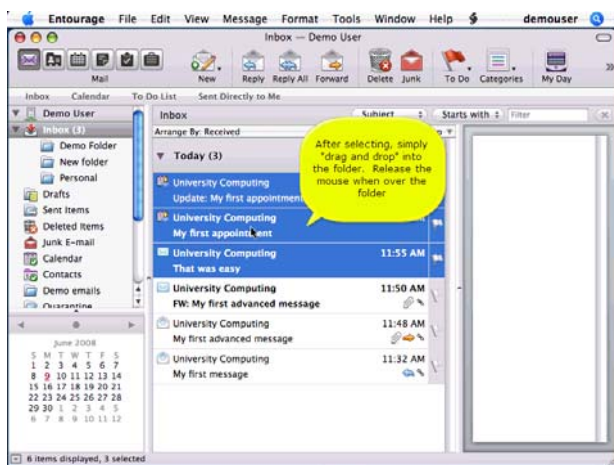
Select where you want to place the folder and hit OK



Notice the folder now appears



To move e-mails into the folder, select them first



After selecting, simply "drag and drop" into the folder. Release the mouse when over the folder