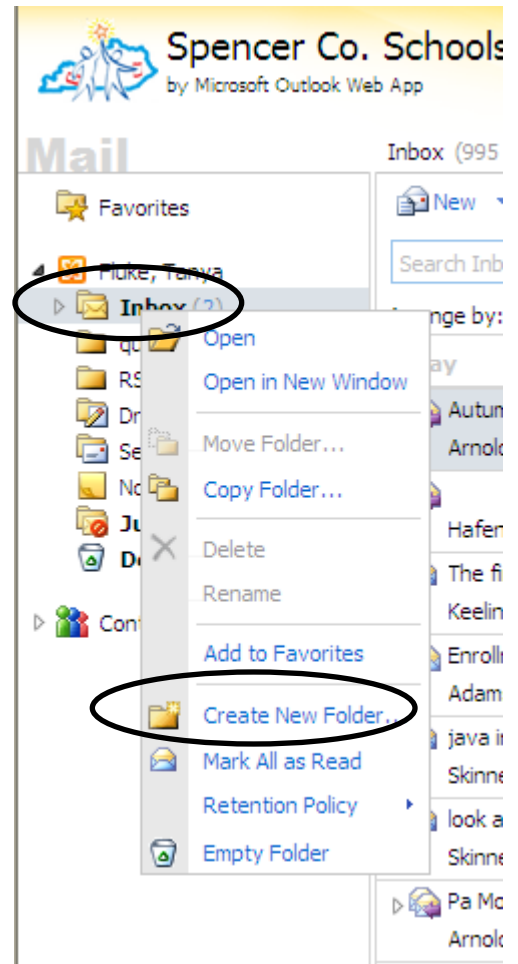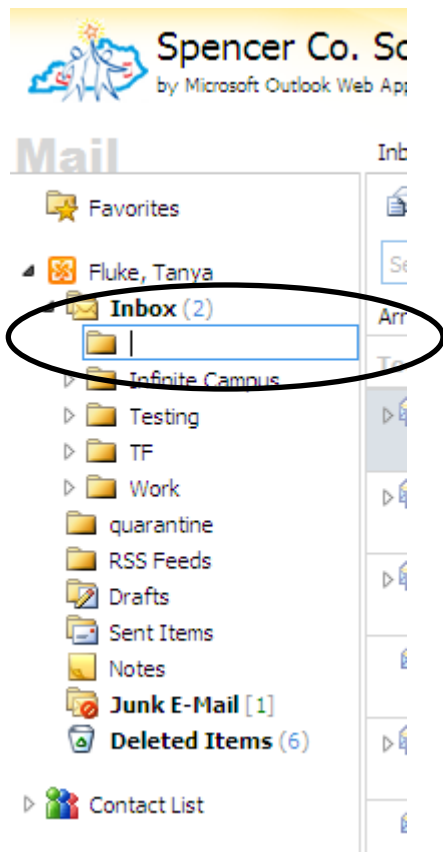# Creating Folders to Save Email Messages in Webmail

1. From Webmail, is Mail is selected, right click on your Inbox.

2. Select Create New Folder

3. Type in the name of what you would like to call your new folder.

4. To move emails into your new folder. You can either left click on the email and drag it to the new folder you just named or you can open the email and click on the Move to Folder icon and then select Move to Folder.

5. Select the name of the new folder you created and click Move.