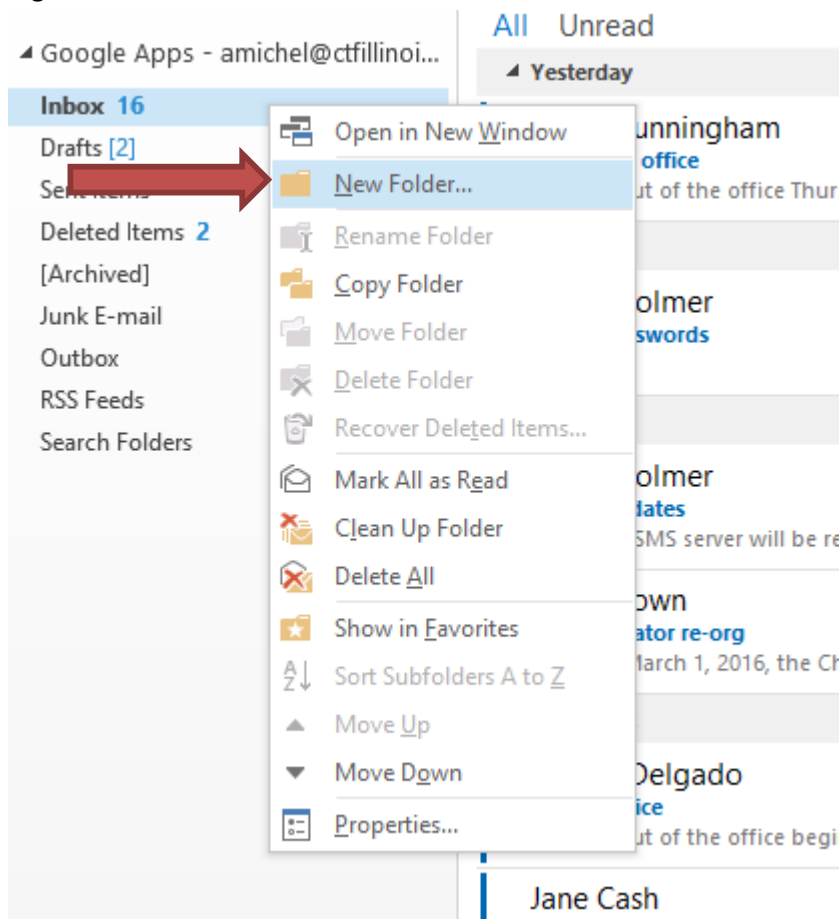


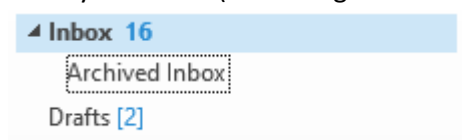
[KEEP EMAIL MESSAGES FOR AS LONG AS YOU NEED THEM]

Emails that are placed in the trash are automatically purged after 30 days. To avoid emails from being deleted out the trash folder you will need to create a folder to store these emails. Follow these steps to create an Inbox folder:

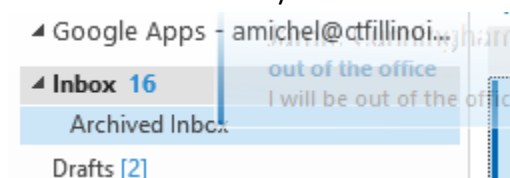
1. Right click on the **INBOX** folder and select New Folder



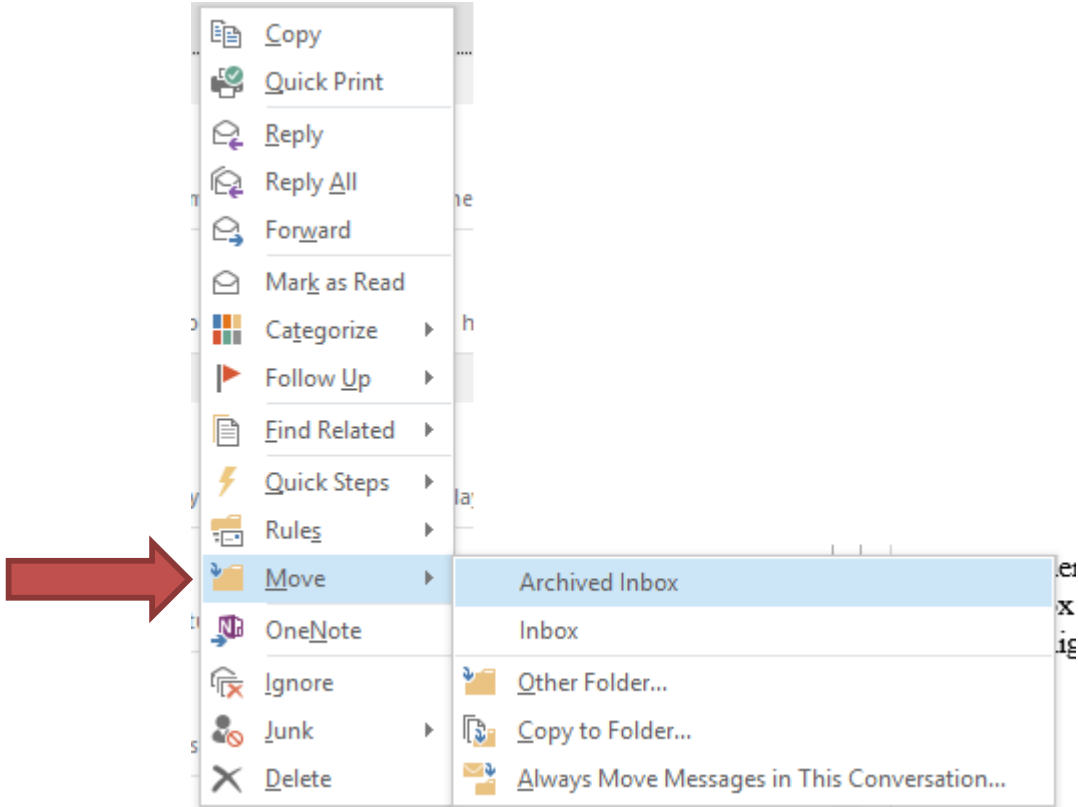
2. Label your folder (I am using **ARCHIVED INBOX**)



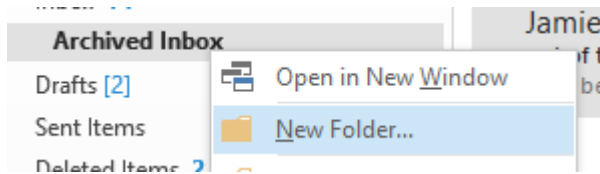
3. Left click on the email you want to save and drag to your new folder that you created.



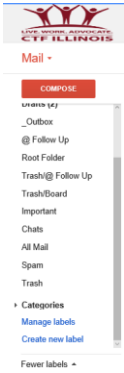
- 4. You can also right click the email you want to keep and highlight **MOVE** and select the folder you created.



- 5. If you want to create more folders under your inbox repeat steps 1-4. If you want to create subfolders underneath the folder you created right click on that folder and select New Folder. Then follow steps 2-4.



If you are using a browser to manage your email, navigate to the main window and on the left side expand “More labels” and you will see a link to create a new label.



Click on the link and name your new label. Labels are the same thing as folders in Microsoft Outlook. In the popup box, enter the name of the label and if you want it nested under a main label, click “Nest label under” and select the label name from the drop down. When finished, click Create. Your new label is now created.



To move multiple emails to your new label, place a check mark in all the emails you want to move and then after selecting, drag the messages to the new label.

