HawkMail365: Creating Folders

Folders can be created in your Inbox, Sent Items, Drafts or any other folder.

To create a folder or sub folder:

1. Right-click on the folder in which you want to create a new folder and select **Create New Folder**.

![Create New Folder]

2. When the new folder appears, give the folder a name and press **Enter**.

![Folder Creation]

To move an e-mail to a folder, do one of the following:

a. Drag & Drop the item into the folder

![Drag & Drop]

b. Right-click the e-mail, select **Move** choose the folder in which you would like to move the e-mail.
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