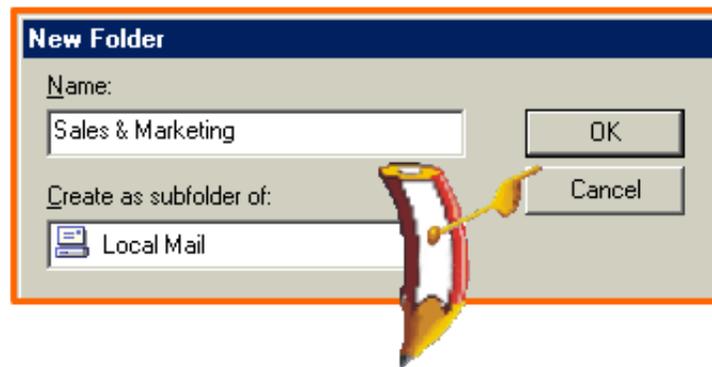


# Organizing E-mails

There are various ways of organizing your e-mail. You can create your own mailboxes as well.

- **Creating Your Own Mail Box**

- Click on **Communicator Menu** -> **Messenger Option**.
- Go to the **File** Menu and select **New Folder**.
- Give it a name and click **OK**.
- You can put mail in this folder, by just dragging it.



**PLAY**

- **Finding E-Mails**

If you are not sure where a particular e-mail is, you can find it.

- Click on the **Communicator** menu and Select **Messenger** option.
- Go to the **Edit** Menu and choose **Search Messages**.
- In the dialogue box, select the options from the two combo boxes.
- Choose **Subject** and type in the text in the **Edit** box.
- Click on the **MORE** button to specify any number of more criteria for the search.  
-OR-

Click on the **Search** button and the result will be displayed.

- **To Delete a Folder**

- Select the mail to be deleted.
- Click on the **Edit** Menu and choose **Delete folder.**