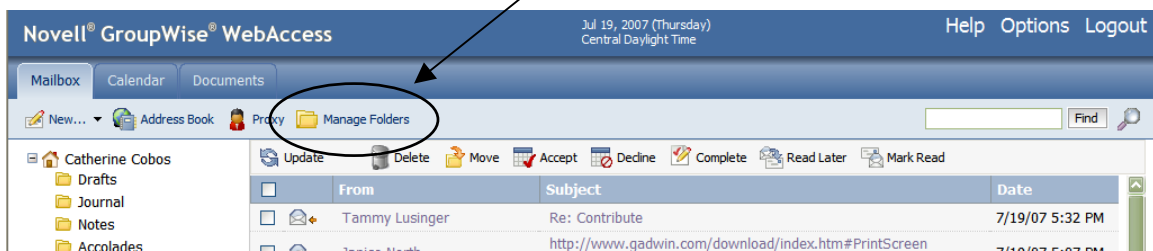


Groupwise

How do I create and name a folder to save email in?

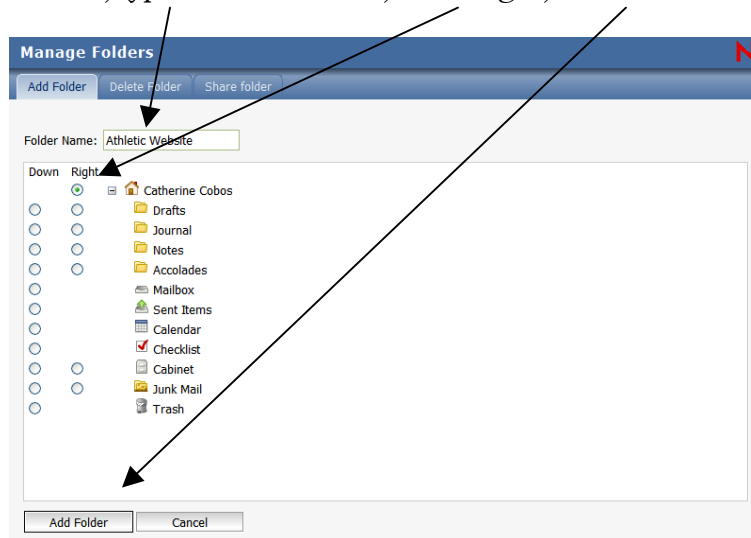
1. Logon on to Groupwise. Click on Manage Folders.



2. There is a tab for Creating, Deleting, and Sharing a folder.



3. To add a folder, type in Folder Name, Click Right, and Click on Add Folder



4. The folder will appear in the list to the left of your mailbox.

