



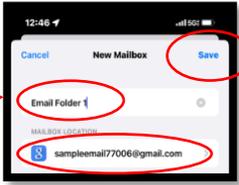
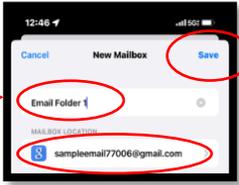
Using Sub-Folders in iOS and iPadOS MAIL Application

One of the easiest ways to organize your e-mail inbox is by creating and using sub-folders to sort and store emails by some common piece of data. These “common pieces of data” could be emails related to a particular event, a particular hobby, or a particular item, just to list a few. This document was written to help you create and use sub-folders.

Creating a Sub-Folder

The first step in using a sub-folder in your MAIL application, is creating the sub-folder itself.

In the MAIL App:

1. Click the **EDIT** button, near top-right corner. 
2. Click the **NEW MAILBOX** button, in the bottom-right corner. 
3. In the *NAME* field, type whatever name you want to give the new folder you are creating. (i.e. Email Folder 1)
4. Tap the *Mailbox Location* field, and specify “where” you would like the folder to be created. (i.e. in the sampleemail77006@gmail.com email folder). 
5. Click the **SAVE** button. 
6. REPEAT this process until you have created all the sub-folders you wish to create at this time.
7. Click the **DONE** button, near the top-right corner. 

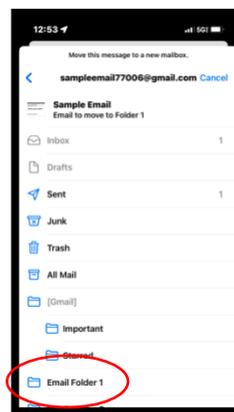
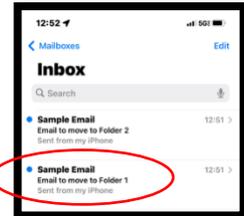


Moving Emails into Sub-Folders

Now that you have created your sub-folders in your email, it is a simple process to move emails from your inbox (or other folders) into the desired sub-folder.

In the MAIL App:

1. Open the email you want to relocate.
2. Click the *folder* icon, located at the bottom of the email.
3. Select the sub-folder to which you want to relocate the email.



4. Your email can now be found in the sub-folder you selected.

