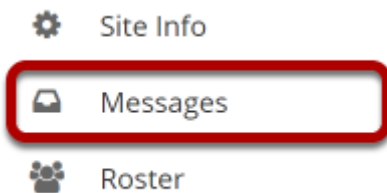


How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to New Folder.



Select the **New Folder** button.

Enter a folder title.



Enter a title into the **Folder Title** field.

Click Add.



View the new folder in your list of message folders.

Messages



The new folder will appear at the bottom of your list of message folders.