**Email management – creating local mail folders**

With the proliferation of email, effective management becomes a key issue for us all. One way to help decrease the overhead on our email server is to save your mail in local folders. A local folder resides on your PC, thus helping to decrease the amount of messages the server stores for you. Here is how to set up local mail folders.

1). Open your email and login as usual
2). On the left side of your mail display, locate the **Local Folders** drop-down menu

3). Right mouse click on **Local Folders** and choose **New Folder**

4). Enter a name for your folder. Make it descriptive, but not too long. Click **OK**.

5). Your new folder should appear in the **Local Folders** area.

To use your folder, leave a message in your Inbox. You can drag the message from the Inbox to your new Local Folder to relocate to your PC.

To read a message in a folder, click the folder name. You’ll see a listing of messages. Click a message in the usual way to read it in the lower viewing window.

**Local folders reside only on the PC at which they were created.** You won’t be able to read mail in a Local Folder if you open your mail at a different computer.
You can also develop folders from the email web interface as well.

Visit the email site:  http://mail.lls.edu. Enter your email **username** and **password** where prompted. Click **Login**.

You will normally be taken to our mail **Inbox**. Toward the upper left corner of the mail window, click the **“Folders”** link and you should see a screen similar to this:

Click the **“New”** icon to create a new email folder. You’ll be prompted to enter a name for your new Personal Folder. Click **OK**.
When you want to move a message to a folder, start in your Mail Inbox. Open a message. Toward the top of the message window, click the drop down menu to indicate which folder you would like to use.