
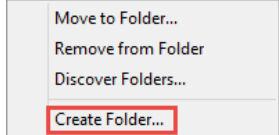
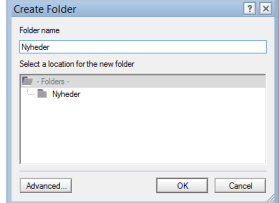
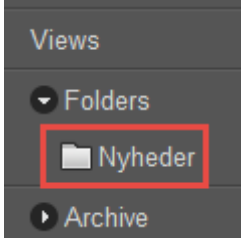
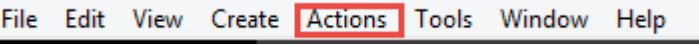
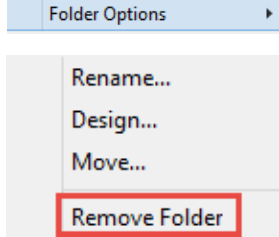
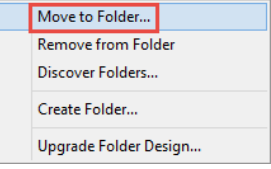




How to create folders in Notes		
What are you going to do?	How to do it?	Where is it?
	<p></p> <p>Action Bar</p>	
<p>Create a folder</p>	<p>Click in Mail on the mail-button on the Action Bar.</p> <p>Click Create Folder.</p> <p>Enter a name for the folder, choose a location, and click OK.</p> <p>The folder now appears in the left side under Folders.</p>	<p></p> <p></p> <p></p>
<p>Remove a folder</p>	<p>Select the folder you want to delete in the window.</p> <p>Click Actions > Folder Options > Remove Folder.</p> <p></p> <p>Choose Folder Options and choose Remove Folder.</p>	<p></p>
<p>Move a mail to folder</p>	<p>Select a document.</p> <p>Click Actions > Folder > Move to Folder.</p> <p>Tip: You can also drag the message into the folder or right-click and from the menu select Move to Folder.</p>	<p></p>
<p>Remove a mail from Folder</p>	<p>Open the folder containing the mail you want to remove.</p> <p>Select the document to be removed.</p> <p>Click Actions > Folder > Remove from Folder.</p> <p>Tip: If the application includes a Folder action button, you can click the button to remove a document.</p>	

