

How to create folders in Notes		
What are you going to do?	How to do it?	Where is it?
	New ▼ Reply ▼ Reply to All ▼ Forward ▼	™ • More • ()
	Action Bar	
Create a folder	Click in Mail on the mail-button on the Action Bar.	Move to Folder Remove from Folder Discover Folders
	Click Create Folder.	Create Folder 7 × Folder name Nymboder Select a substant for the new folder
	Enter a name for the folder, choose a location, and click OK .	Exp. Folders
	The folder now appears in the left side under Folders.	Views Folders Nyheder
Remove a	Select the folder you want to delete in the window.	Archive Folder Options
folder		Rename Design
	Click Actions > Folder Options > Remove Folder.	Move
	File Edit View Create Actions Tools Window Help	Remove Folder
	Choose Folder Options and choose Remove Folder.	
Move a mail	Select a document.	Move to Folder
to folder	Click Actions > Folder > Move to Folder.	Remove from Folder Discover Folders
	Tip: You can also drag the message into the folder or right- click and from the menu select Move to Folder .	Create Folder Upgrade Folder Design
Remove a mail	Open the folder containing the mail you want to remove.	
from Folder	Select the document to be removed.	
	Click Actions > Folder > Remove from Folder.	
	Tip: If the application includes a Folder action button, you can click the button to remove a document.	

