# Direct Messaging

Files and Folders

Default Folders

The following folders are included and cannot be deleted:

- **Inbox** – all new emails will first appear here
- **Sent Items** – all sent emails
- **Drafts** – emails that you saved without sending
- **Trash** – emails that have been deleted (excludes permanent deletion)

File an Email

1. Select the checkbox to the left of the email in the Direct Inbox.
2. Then click **Move to Folder** from the toolbar above your Inbox, and select the folder in which you want to file the email.
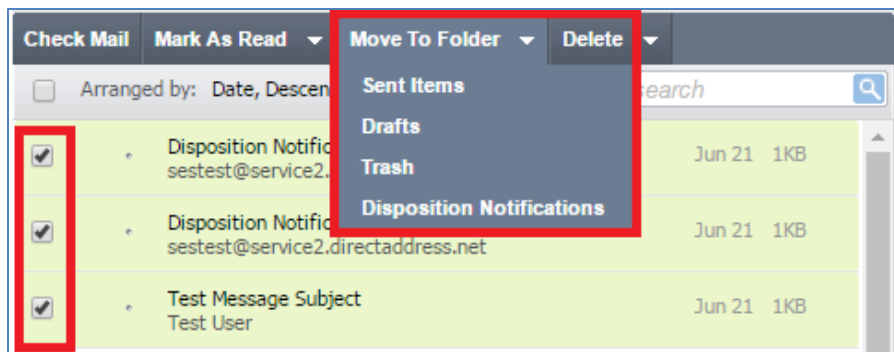
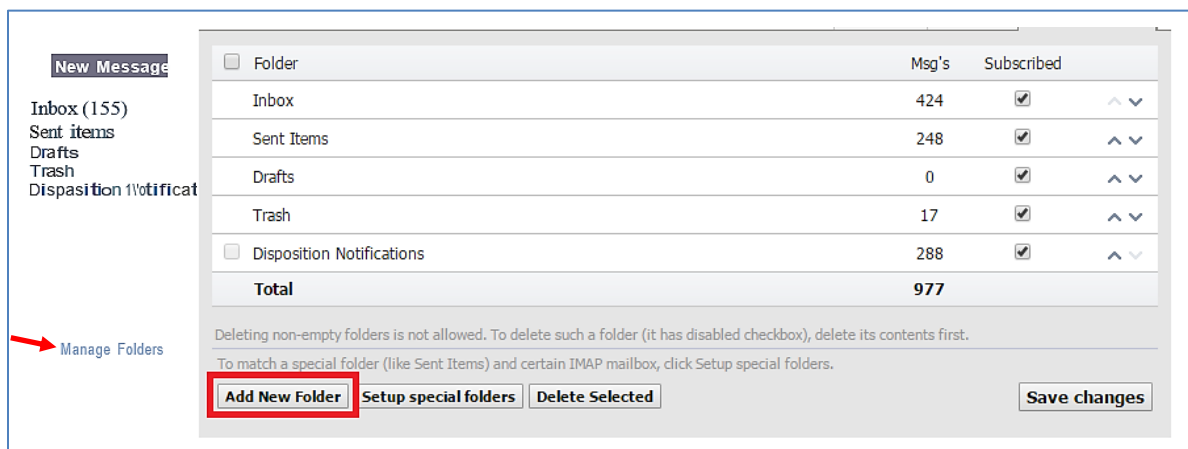You may also drag and drop an email into the desired folder.

Empty Trash Folder

Click the arrow to the right of **Delete** from the toolbar above the Direct Inbox, then click **Empty Trash**.
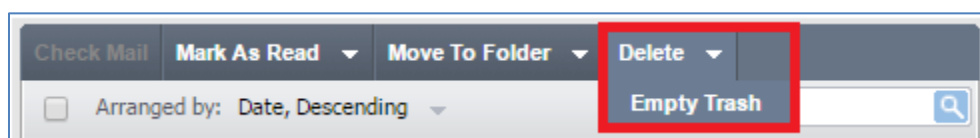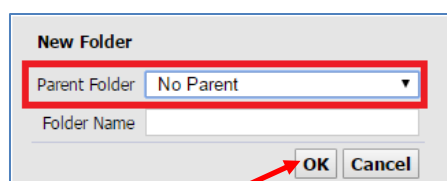
Create a New Folder
1. Click **Manage Folders** from the left-hand pane near the bottom of the screen
2. Click **Add New Folder**

If the new folder should be inside an existing folder, select a **Parent Folder** from the drop-down. Otherwise, select **No Parent**. **Type** in the name of your new folder and click **OK**.

Delete a Folder
1. Click **Manage Folders** from the left-hand pane near the bottom of the screen.
2. Select the folder(s) to delete (you can only delete folders you have created)
3. Click **Delete Selected**.
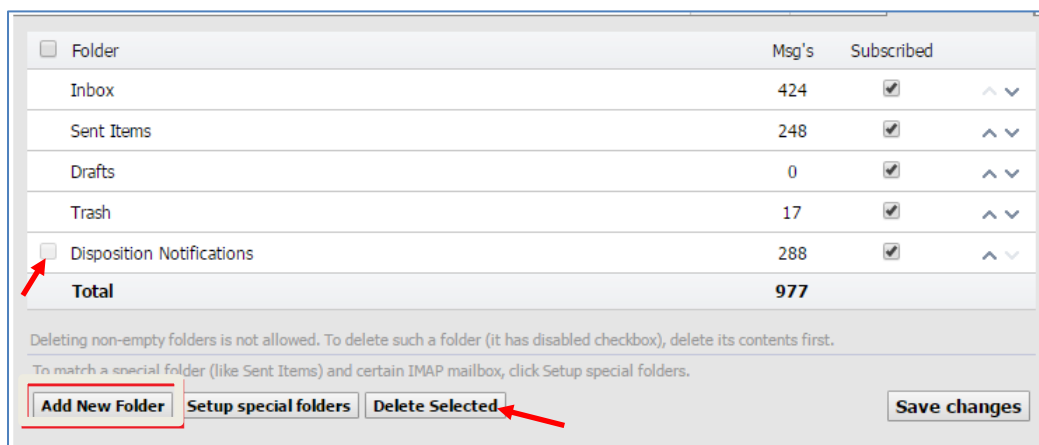
Note: Deleting a folder will also delete all of the messages in the folder.

Manage Folders

1. Click **Manage Folders** from the left-hand pane near the bottom of the screen.
2. Select the folder(s) to show up in the mailbox under the **subscribed** column.
   a. If the folder is not selected, the folder and its contents will not be displayed in your mailbox.
3. Click **Save Changes** when finished.

	Properties	Signature	Manage Folders
Folder		Msg's	Subscribed
Inbox		424	☑
Sent Items		248	☑
Drafts		0	☑
Trash		17	☑
Disposition Notifications		288	☑
Total		**977**	

Add New Folder | Setup special folders | Delete Selected   Save changes