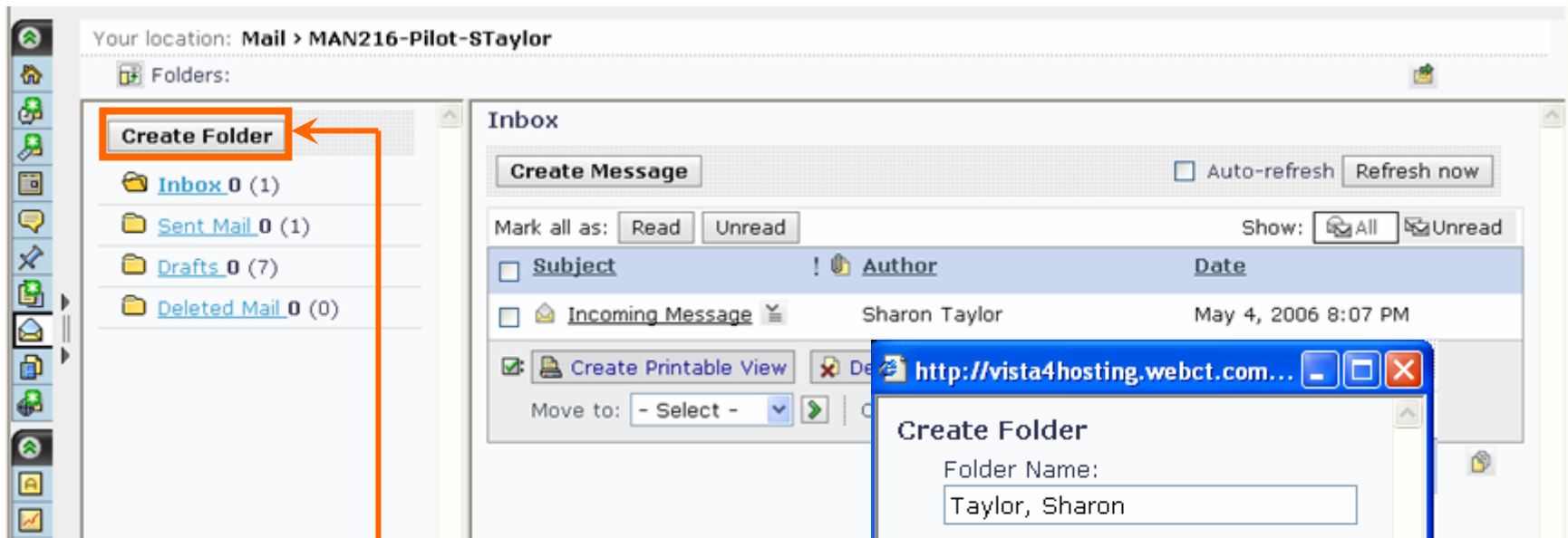


Creating New Folders

1. **Inbox, Sent Mail, Outbox, and Deleted Mail** are default folders in each course.



2. New folders can be created by selecting the **Create Folders** button.

Enter the name of the folder, then click **Create**.