The default folders in Course Mail include Inbox, Trash, Draft, and Sent. You can set up additional folders and move mail into those folders. This might be done to place mail into logical groups. For example, you might want all mail associated with a particular course project to be kept in one place.

To create folders in course mail:

1. Within any of your courses, go to Communicate > View Inbox

2. On the next page, click the small triangle on the side of My Folders.
3. Select New from the drop-down list.

4. A pop-up window will appear. Input the name of the folder and then click Save.

Tip: When naming folders, remember that the folders will display in ALL your courses so you want to be sure you can distinguish between the different courses. In this example, you named the folder "Team A" so that all of Team A’s mail will go there. If you had a Team A in another course and wanted to also keep all that team’s mail separated into a folder, you would need to have a designation so that you wouldn’t confuse the two.
5. The new folder appears beneath the My Folder label. It will appear in the Course Mail for all courses belonging to the user who created it.

When new mail arrives, it will automatically be placed into the Inbox.

6. To move the mail into a different folder, click the box next to the mail, and then select Send to Folder in the Actions drop-down list.
7. Click Go.

8. A pop-up window will appear so that you can designate where the mail is to be moved. Note that you have a choice of moving the mail or copying it. If you choose the copy option, the original will remain in the inbox with a copy going into the designated folder. Click Continue to finish.

The following screen shows that the Mail is no longer in the Inbox but has been moved to the Team A folder.