



Educational Technology Student Orientation to D2L

Creating and Managing Email Folders


Step 1

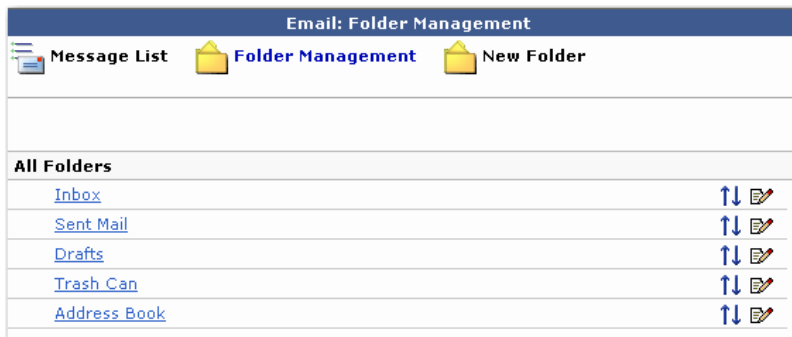
From within the main Email Screen you have access to the following folders located in the Folder List:




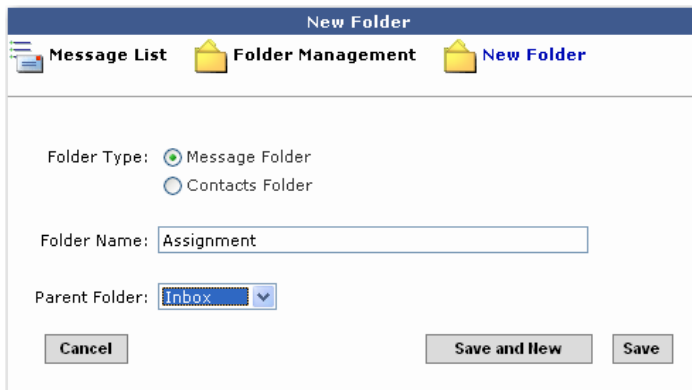
Step 2

To Add additional folders the Folder List

- A. SELECT the Folder Management Icon () from the top tool bar.
- B. The Folder Management screen opens



- C. SELECT the New Folder icon () from the tool bar.
- D. The New Folder screen opens.



- E. SELECT a folder type.
- F. ENTER a Folder Name in the text box.

G. If you want the folder to appear as a subfolder, SELECT a Parent Folder from the dropdown box.

H. SELECT the Save Button

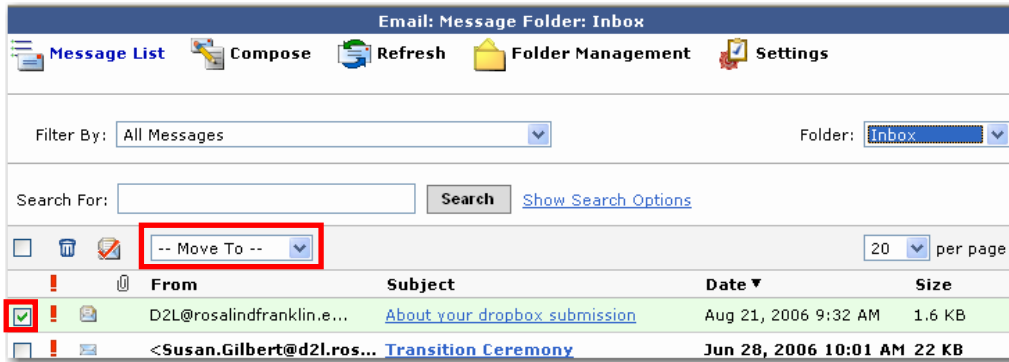
Your new folder should now appear in the Folder list on the left side of the mail screen. (if you created it as a subfolder, SELECT the + sign next to the parent folder)

Step 3

To move email items into the new folder

A. From the message list, SELECT the Checkbox next to the message you want to move.

B. Then Select the folder from the --Move To-- dropdown list.



Once you select the folder, the email should automatically move.