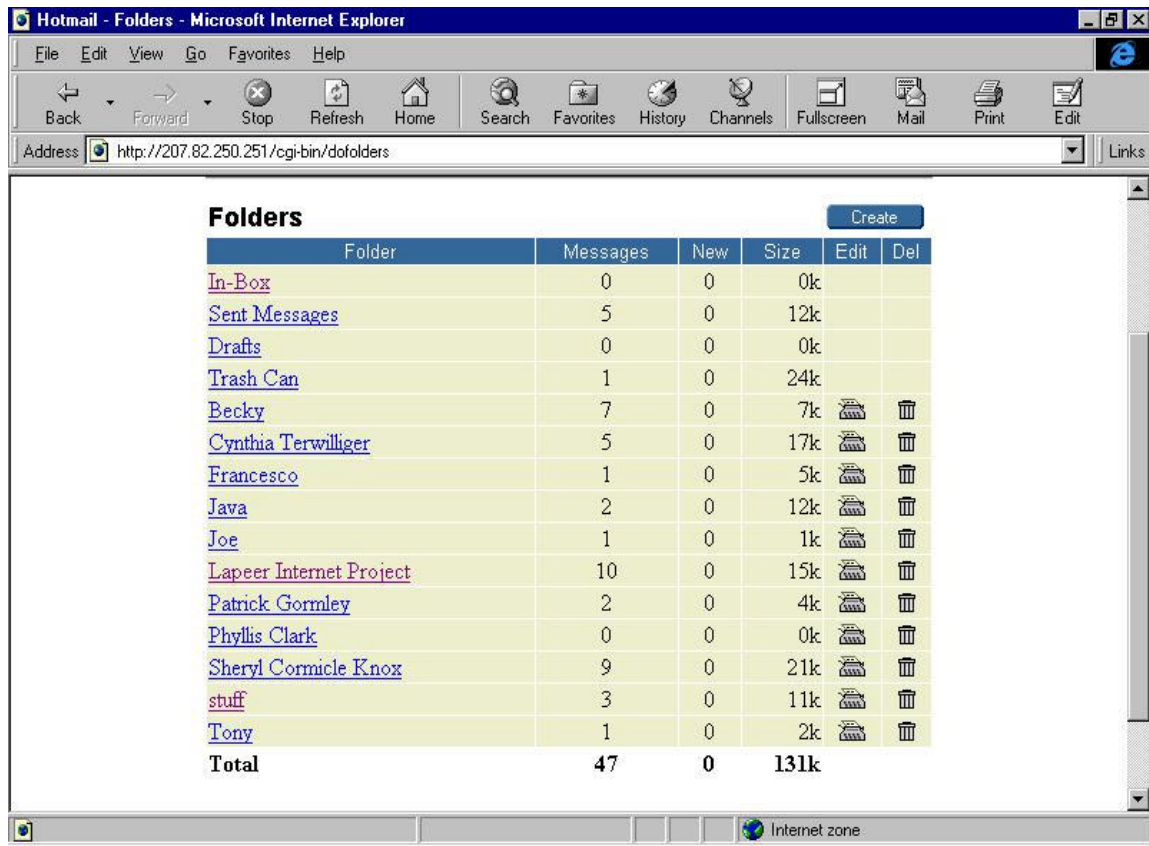


Creating Folders to Store and Organize Your Received Messages

- Click on the *Folders* button on the navigation bar. (where the *Inbox* button is located)
- Then click on *Create*.
- Enter the name of the folder you want to create.



- This listing of folders will show how many messages are in each folder.
- To edit one of the folder names click on the typewriter icon to the right.
- To delete one of the folders click on the trash can icon to the right.

Return to the [Hotmail Tutorial](#) page.

Return to the main [Contents](#) page.