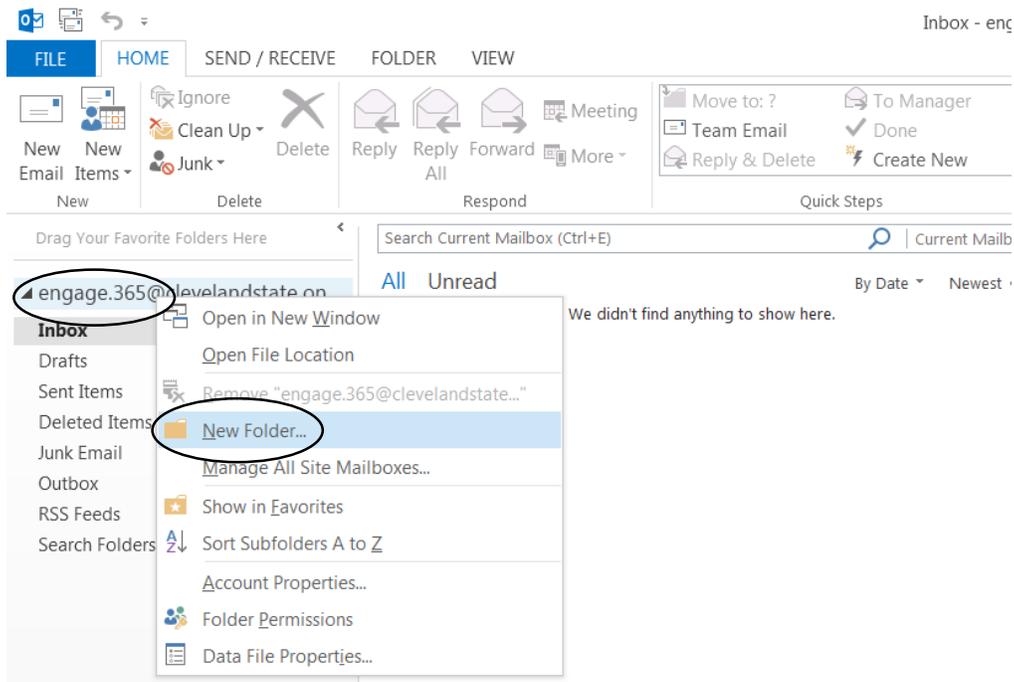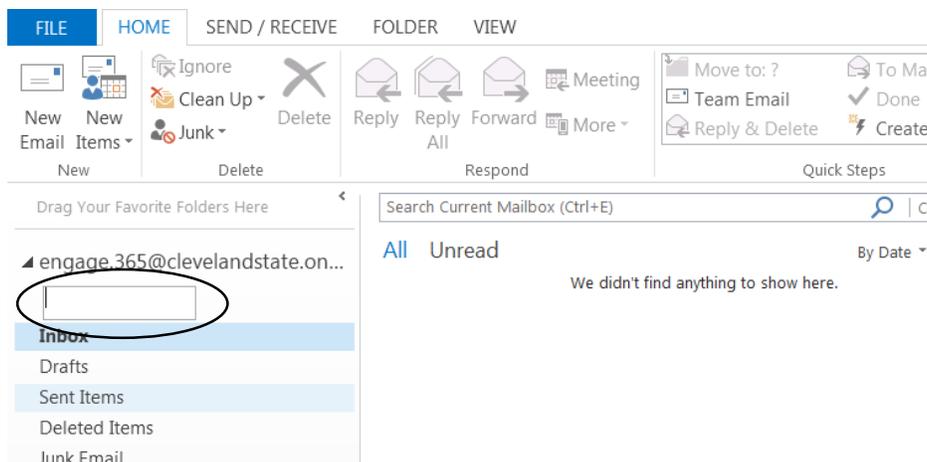## Add a new folder

Right click on the name listed above the folder titled "Inbox" (if the new folder will be a sub-folder, right click on the folder that this new one will be under); select "New Folder"

An empty box will appear in the folder list: enter the name of the folder, when the name is as you want, click anywhere on the screen to save the name

The new folder will appear in the list