



CIE

The Center for Instructional Excellence

CREATE FOLDERS IN WEBCT EMAIL

1. Click on <mail> on your WebCT home page
2. Click <Create Folder>

Control Panel Fall 2008: MATHEMATICAL APPLICATIONS (MTH116_3_FA2008_R)

View Designer Options

Homepage > Mail

Mail

Compose message Search Message settings

You have no new messages in your Inbox.

Folder	Unread	Total
<input type="radio"/> Inbox	0	6
<input type="radio"/> Outbox	0	163
<input type="radio"/> Draft	0	0
All	0	169

Actions
✦ indicates a selection in the main frame.

Options: Folders

Create folder

✦ Rename folder:

✦ Delete folder

Options: Messages

Delete all mail message selected folder.

✦ Delete messages

3. Name your folder
4. Click <Create>

Control Panel Fall 2008: MATHEMATICAL APPLICATIONS (MTH116_3_FA2008_R)

View Designer Options

Homepage > Mail > Create Folder

Create Folder

Folder name:

Create Cancel

5. Check to see folder is there.

Homepage > **Mail**

Mail

Compose message ... **Search** **Message settings**

You have no new messages in your Inbox.

	Folder	Unread	Total
<input type="radio"/>	Inbox	0	6
<input type="radio"/>	Outbox	0	163
<input type="radio"/>	Draft	0	0
<input type="radio"/>	saved mail	0	0
	All	0	169

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