



MOVE EMAILS

1. Click on <Mail> from homepage
2. Click the folder the messages are in

Homepage > Mail

Course Menu

- Homepage
- Syllabus
- Calendar
- Communication Tools
- Mail
- Discussions
- Student Tools
- My Grades
- H Math XL
- Bonus Quizzes
- H Assignments
- H - Hidden

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

3. Check the messages you would like to move
4. Click the arrow down button beside “move to”
5. Choose the folder to move the messages to
6. Click <GO>

Homepage > Mail > **Inbox**

Mail Messages: Inbox

Note: The Mail Messages page is the same in both View and Designer Options tabs.

Compose message Update listing Search Mark all as read Message options

Display: All Unread Threaded Unthreaded Select folder: Inbox Go

No.	Status	Subject	Author
1176.	<input checked="" type="checkbox"/>	I have a question about M...	
1178.	<input checked="" type="checkbox"/>	Hey This is Victoria Floy...	
1179.	<input checked="" type="checkbox"/>	I have an appointmen on t...	
1182.	<input checked="" type="checkbox"/>	Help	
1185.	<input type="checkbox"/>	(Fwd) Re: Help	
1187.	<input type="checkbox"/>	(Fwd) Re: Help 5.3 #107	

Actions: Apply these actions to the message(s) selected above.

Compile Mark as read Mark as unread Delete Move to:

- Outbox
- Draft
- saved mail