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Creating Folders in Your GroupWise Cabinet

There are some e-mails I want to keep for future reference after reading. Often these are from Rita or another IMC Specialist and contain websites for student use, are tutorials for programs I use, or are student activity sites. I find it handy to keep similar e-mails in a folder that is easy to identify. Creating a folder is really easy:

- Step 1: Right click on your cabinet and choose “**New Folder**”
- Step 2: When the next screen pops up click on “**Next**” since you’re creating a personal folder and it’s the selected default for this screen
- Step 3: The next screen asks you to type in a name for the folder
- Step 4: The next screen contains all kinds of options for organizing the folder. I just leave it as it is
- Step 5: Click on “**Finish**” and the folder is placed at the top of your cabinet
- Step 6: Click and drag e-mails to the appropriate folder

Organizing Your Folders in Your GroupWise Cabinet

Being a librarian, I wasn’t satisfied when the newest folder was always placed first in the cabinet. **They had to be in alphabetical order!** Recently I learned from Alice Spencer how to do this.

- Step 1: Left click on your cabinet to select it
- Step 2: Click on **Edit** in the menu at the top of your screen
- Step 3: Choose **Folders** from this menu
- Step 4: A pop up screen showing your cabinet appears. Make sure you click on the “+” sign in from of the cabinet so you can see all the folders inside
- Step 5: Click on the folder you want to move. Use the “**Move Up/Move Down**” buttons on the right side to place the folder where you want it. Repeat until every folder is in place.