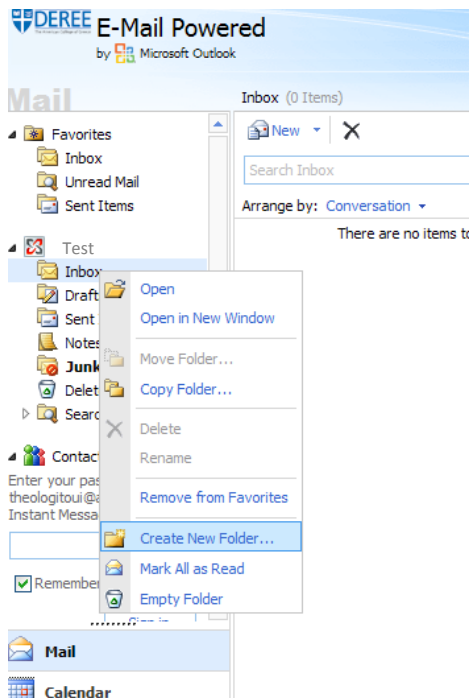


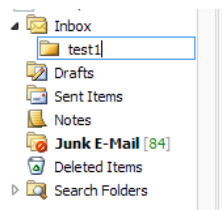
How to create a folder in your @acg.edu Inbox.

Step 1.: Log on to your e-mail

Step 2.: Right click on "Inbox" folder (or any other folder)



Step 3.: Type the name of the folder



Step 4.: Click outside the box