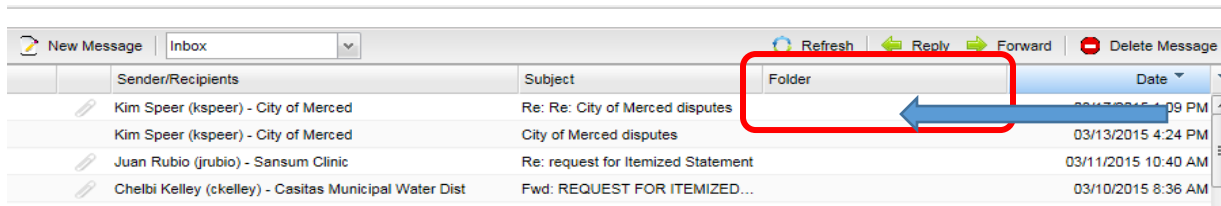
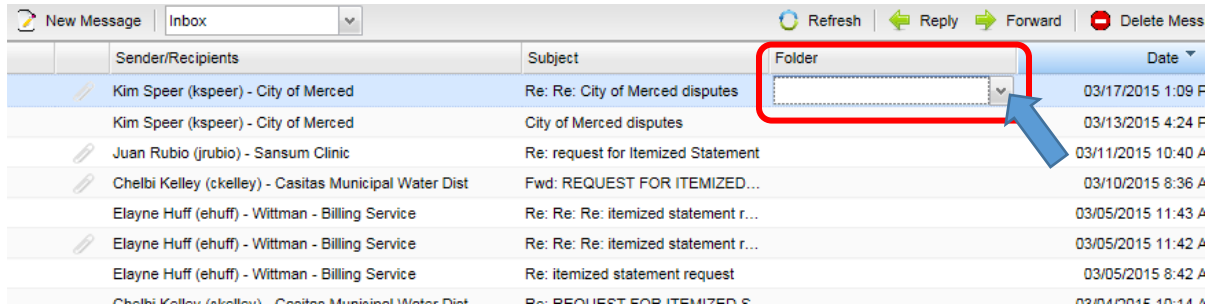


## Creating Sub folders in Client View message center:

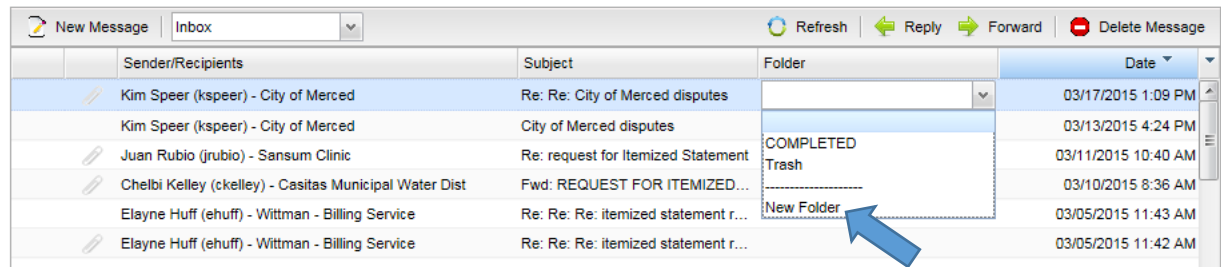
- Double click on the cell directly under “Folder”



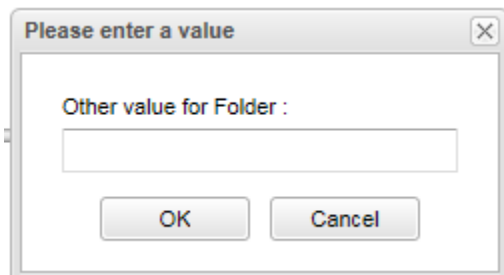
- Click drop down arrow



- Select new folder



- New box will open
- Type name of new folder you want to create



- Once you have created the folders you want double click on the cell under “folder” name and you can chose the folder you want the email to be moved to.
- On top left corner you will see a drop down box to navigate to each folder you have created.