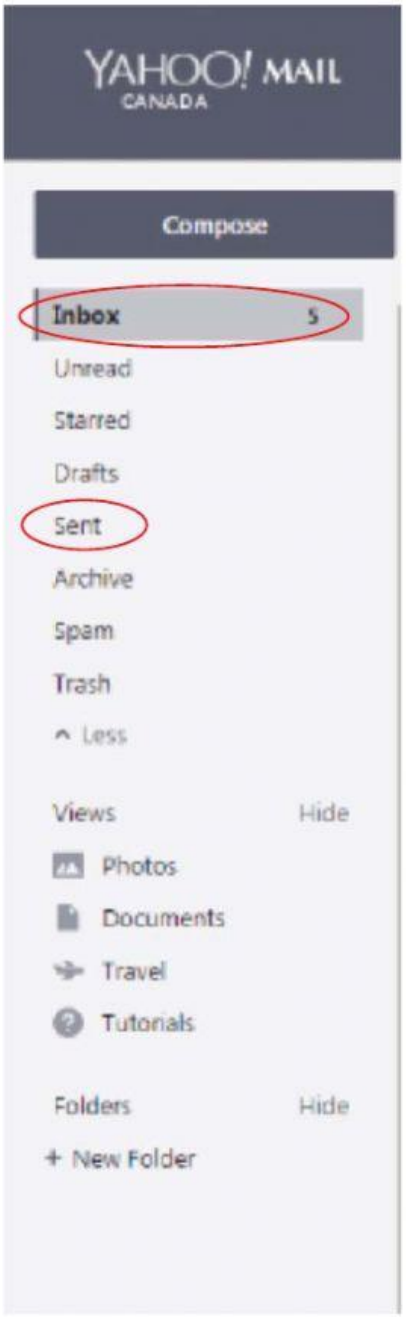
Email Folders

A folder is a place in your email account where you keep related files. There are several kinds of folders:

Inbox:	**contains all the emails that have been sent to you**
Unread:	contains all the emails that you have not read yet
Starred:	has all the emails you "starred" as important (to do this, click on the little star next to the title of the email / this may sometimes look like a little flag)
Drafts:	where you can find an email message that you wrote but that you did not send yet (If you accidentally close your email before you click on "send", your message will probably be in this folder. You can also save messages in this folder that you would like to finish at a later time.)
Sent:	**has copies of all the email messages that you wrote and successfully sent**
Spam:	general messages, such as advertising, that are sent to many people usually go to this folder; it is sometimes called a "junk" folder (It is a good idea to check this folder regularly. Sometimes important emails accidentally end up in this folder.)
Trash:	when you "delete" or throw away an email, it goes to this folder (If you accidentally delete an email, don't worry. You can find the email in this folder and move it back to your Inbox.)
New Folder:	you can also create your own folders to keep information in (e.g. you can make a folder called "School" to keep all the email you get from the school office)



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