

CREATING FOLDERS IN MAC MAIL (APPLE)

In Mail for Apple Mac you can create new folders (mailboxes) in the left hand sided navigation area. Using the steps below you will be able to create working folders to process your inbox to zero, categorised by actions, reading and waiting/delegations. Don't forget to also create a single archive folder if you don't already have any setup.

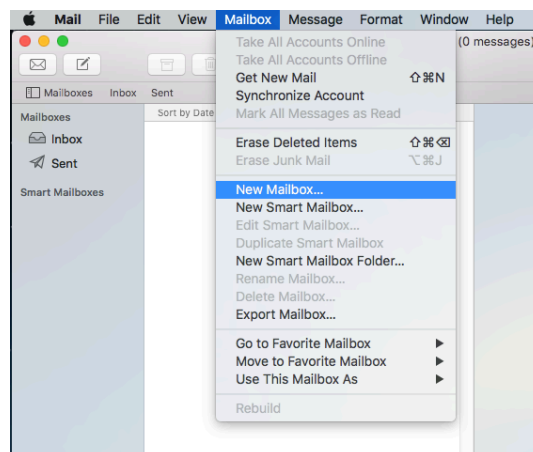
Note: Mac Mail also provides the option of creating Smart Mailboxes that are essentially saved searches. Smart Mailboxes search through all your folders and display emails that match your specified search criteria.

HOW DO I CREATE MAIL FOLDERS?

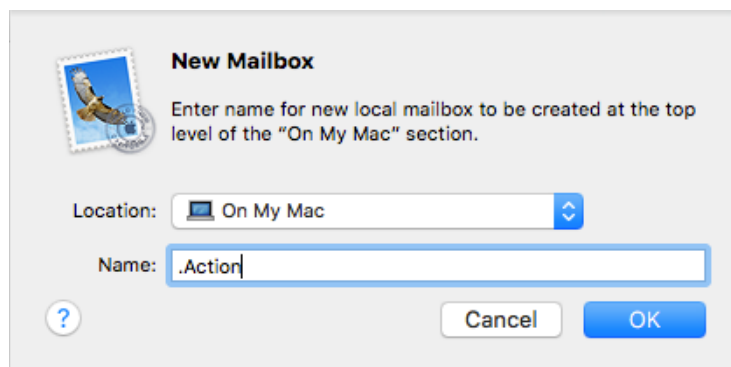
Follow the instructions below to create all the folders you need.

Note: steps are based on Mail Version 9.

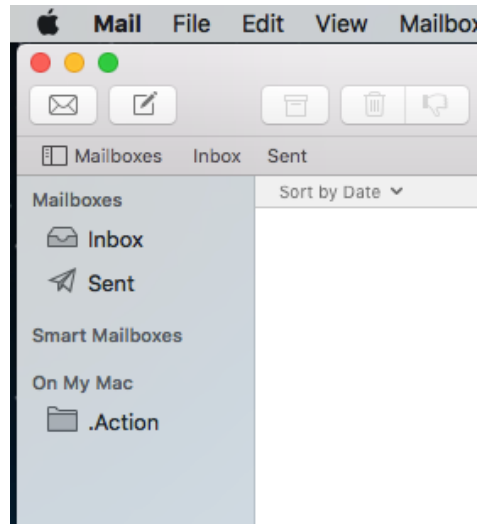
From the **Mailbox** menu
select **New Mailbox...**



A dialog box will open with
the title **New Mailbox**.
Type **.Action** into the **Name:**
field.



The folder **.Action** will appear in the left hand navigation menu under **On My Mac**.



Repeat the steps above to create folders for **.Reading** and **.Waiting** and any archive folders you may need.

