**Move Messages to Folder**

You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. Use the **Move Message** function to move messages from one folder to another. You cannot move a message to the **Sent folder** or the **Inbox folder**.

1. Click on **Control Panel > Course Tools > Course Messages**.
2. On the **Course Messages** page, select the folder that contains the message.

   ![Message Folder](Image)

   **Messages**

   - **Create Message**
   - **Create Folder**

<table>
<thead>
<tr>
<th>Folder</th>
<th>Unread</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbox</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Sent</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Earth Science Group</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

3. On the **Folder** page, select the check box for each message and click Move.

   ![Folder: inbox](Image)

   **Folder: inbox**

   - **Create Message**

<table>
<thead>
<tr>
<th>Status</th>
<th>Sender</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
</table>
   | ✔️     | Dwight Paul     | Re: Let's have a chat on Tuesday           | Monday, April 4, 2011 11:10 PM
   | ✔️     | Christopher Casper | Re: Let's have a chat on Tuesday          | Monday, April 4, 2011 11:07 PM
   |        | Andy Farrell    | Re: Let's have a chat on Tuesday           | Monday, April 4, 2011 11:05 PM

4. On the **Move Message** page, select a folder from the **Select a Personal Folder** drop-down list. This is the folder where you will store your messages. The messages are deleted from the old folder after they have been moved to the new folder.

   ![Move Message](Image)

   **Move Message**

   - **Select a Personal Folder**

   - **Move**

   - **Mark**

   - **Delete**

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5. Click Submit.