



Simply Steps

Create a Folder in the Mail App

If your email provider allows it, you can create a folder for your mail account in the Mail app on the iPad. Notice that the Mail app may contain messages from several accounts, such as iCloud and Google, or whatever mail account you use to receive your primary mail.

You can create folders for any mail accounts that use the IMAP protocol, such as iCloud mail, Google mail and Yahoo mail. When you create a folder on the iPad, it will also be visible in your desktop app. In the Mail app, folders are called mailboxes.

Note: Some mail providers use another protocol, POP3. You cannot create mail folders for POP3 mail accounts, such as Verizon.net.

Create a folder (mailbox)

In this example, I'll show you how to create a folder for an iCloud mail account. You can use the same process to create a folder in other mail accounts that allow folders.

1. Open the **Mail** app. In the main **Mailboxes page**, look under **Accounts**. Then, tap **iCloud** to open the iCloud account. (If you are not on the main Mailboxes page when you open the app, tap the back arrow at the top of the page until you see it.)
2. In the **iCloud** account, tap **Edit** at the top of the page.
3. At the bottom of the **Edit** page, tap **New Mailbox**.
4. Enter a name for the new mailbox, then tap **Save**.
5. Notice that the new mailbox now appears in the list of folders for the iCloud account. Tap **Done** to finish.

Help! I can't create a folder in the account I selected

Do you use multiple mail accounts in Mail? Sometimes when you try to create a folder, the New Mailbox screen will display a different account than the one you selected; for example, instead of your iCloud account, it displays your Gmail account.

1. Tap **Cancel**.
2. Tap **Done**.
3. Tap to open the **Inbox** of the account in which you want to create a folder.
4. Tap the back arrow in the upper left corner to go back to the **Mailboxes** screen.
5. Follow the previous steps to create a folder again. You should now be in the correct account.

Move a message into a folder

You can now move your messages into folders to organize them.

Tips:

- Make folders that are generic, such as **Bills**, **Photos** and **Travel**. You can then store similar messages from many different senders in one folder.
- Make folders to hold groups of messages from one organization or project, such as **iPad Club** or **Class Reunion**.
- Use Search instead of folders for individuals. You can easily search for all messages from one person.

To move a message into a folder:

1. Open the message you want to move. Tap the **Folder** icon at the top of the message.
2. Tap to select the folder where you want to move the message. The message is moved.

To view the messages in a folder:

1. Tap the back arrow at the top of the screen to go back to the Mailboxes screen.
2. Tap to open the folder where you placed the message.
3. The contents of the folder are displayed.
4. To go back to the Mailboxes screen, tap the back arrow at the top of the screen.
5. Tap **Inbox** to go back to your iCloud Inbox.



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