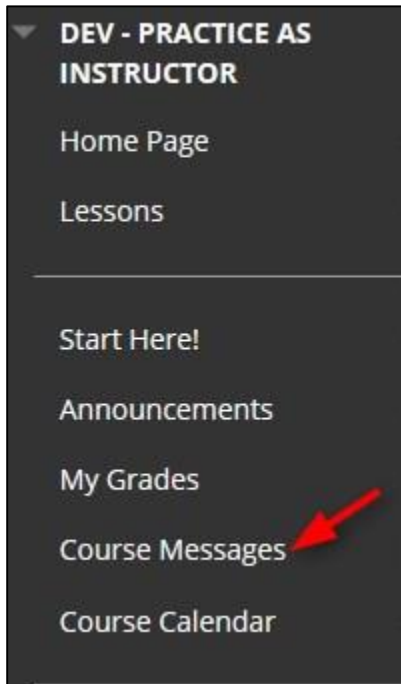# How to Create Folders in Course Messages

You can create folders to organize your course messages.

Directions:

1. Go into your course.

2. Click the **Course Messages** link.

3. Click **Create Folder**

4. Type the **Name** of the folder and click **Submit**

Add Folder

Personal Folders can be added to the Messages area to organize received messages, if enabled by the System Administrator. More Help

---

* Indicates a required field.

ADD FOLDER

* Name   Saved ← Ⓐ

Click Submit to proceed. Click Cancel to go back.   Ⓑ Cancel   Submit

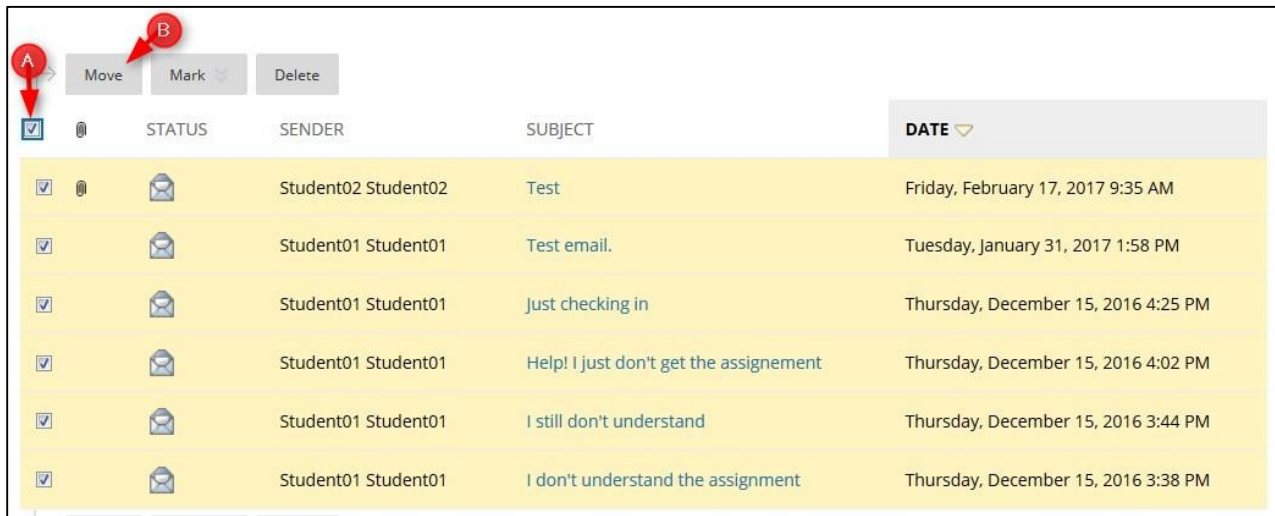**5. Move messages**: Now we can move messages from the inbox to the saved folder. Click the **Inbox** to open it.
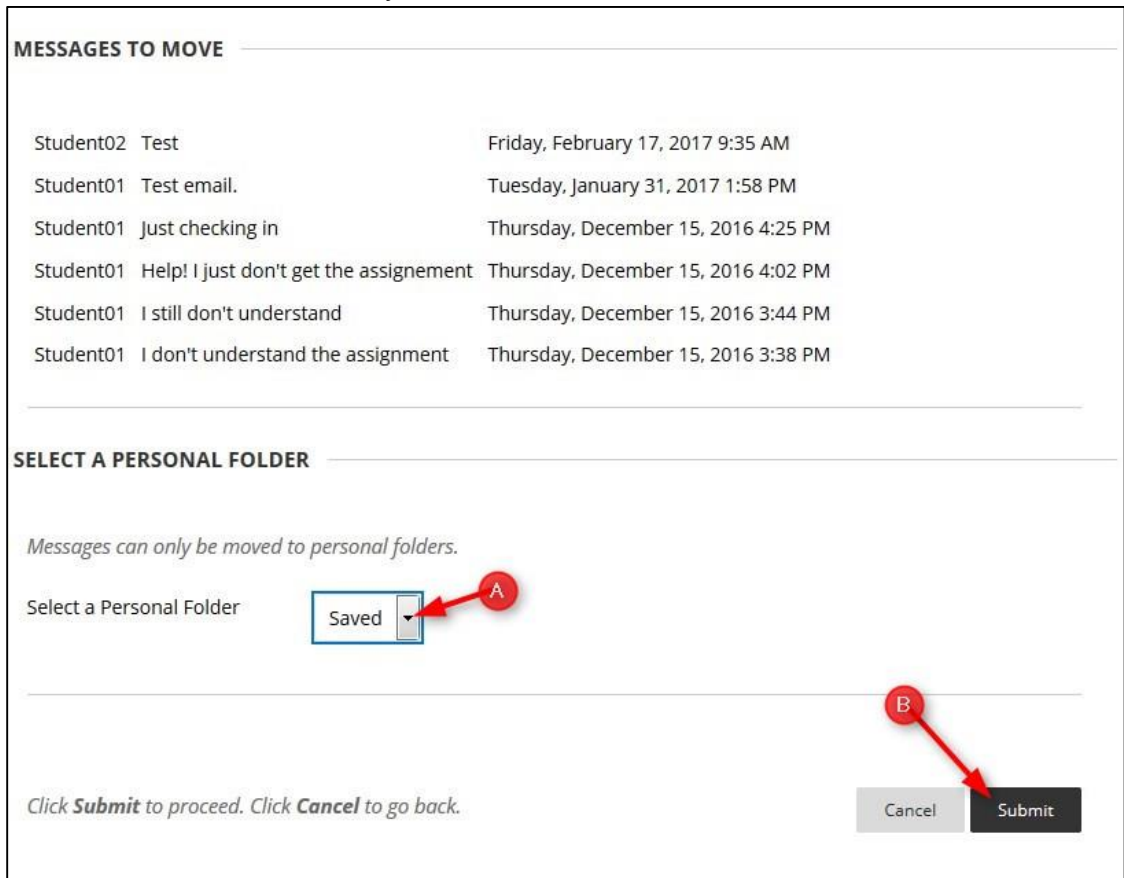
	FOLDER	UNREAD	TOTAL
☐			
📁	Inbox ←	0	6
📁	Sent	0	1
☐ 📁	Saved	0	0

Delete Folder

Delete Folder

6. Select **all messages** *or select individual messages* and then click **Move**.

7. **Select a Personal Folder** you created and then click **Submit**

8. Click **Ok.** All the messages in the Inbox have been moved to the Saved folder.

Folder:Inbox

Course messages are private and secure text-based communication that occurs within your course between course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. You can't view or send messages outside of your course. More Help

Create Message

No items found.

← OK