

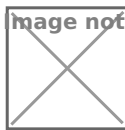
Moving or copying emails

The following options exist:

- move or copy individual emails or a complete email conversation to another email folder
- move all emails of an email folder

How to move or copy an email:

1. Select one or several emails.



found or type unknown

2. Click the **More actions icon** in the toolbar or in the detail view. Select **Move** or **Copy**.

You can also use the context menu in the email list.

A window opens.

3. Select a folder. You can also create a new folder.

Tips:

- To move emails of a specific sender to a folder, you can create a new rule when moving emails.
- You can also move the selected objects by dragging the objects from the folder view to a folder.
- In order to move all emails from a folder, click on **All** above the list. Select **Move all messages**.

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