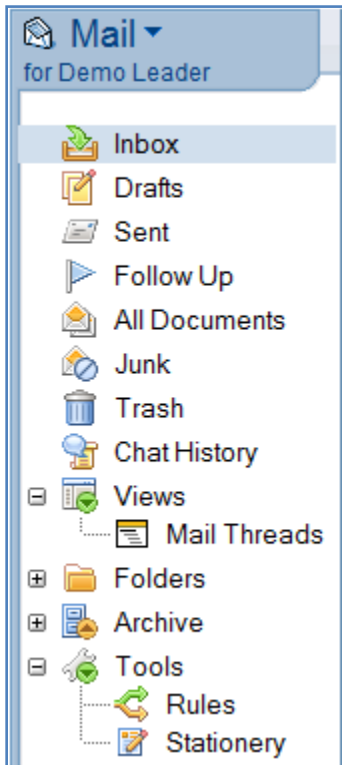


## Understanding Mail Views and Folders

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The **Navigation Pane** displays all of your email views and folders.



Click the view/folder in the **Navigation Pane** and the contents will be displayed in the **View Pane** to the right.

Some views/folders may contain subviews/folders. Click the expand button + to see them.

Views display specific messages with similar criteria. For example, your **Sent** view displays only messages that you sent and your **Inbox** displays only messages that you receive.

You can create your own personal folders and move messages into them for better organization. For example, you can create a folder named Bob and move all of your messages from Bob to this folder.

<b>Folder or view</b>	<b>Description</b>
<b>Inbox</b>	All messages that you receive. Includes meeting invitations and responses to meetings that you invited others to (unless you chose the option in your Preferences to NOT include these). Messages remain in the <i>Inbox</i> until you <b>move</b> them to a different folder, archive or delete them.
<b>Drafts</b>	All messages that you save without sending. You can go back to these messages, edit them, and send them later. Once you send them they no longer appear in the <i>Drafts</i> view.
<b>Sent</b>	All messages that you sent (unless you chose the option in User Preferences to NOT save messages that you send).
<b>Follow up</b>	All messages that you have flagged for follow-up.
<b>All Documents</b>	All messages in your <i>Inbox</i> + <i>Sent</i> + <i>Drafts</i> + your <i>personal Mail folders</i> , all <i>Stationery</i> , all <i>Calendar</i> entries, all <i>To Do</i> entries.
<b>Junk</b>	The “Block mail from sender” feature allows you to filter incoming messages from specific senders. Messages from a blocked sender bypass the <i>Inbox</i> and go directly to the <i>Junk</i> view.  Messages in the <i>Junk Mail</i> view are not automatically deleted. You must delete these messages manually.
<b>Trash</b>	When you delete messages they are moved to the <i>Trash</i> view. After 48 hours they will be purged from the database permanently.  You can <b>Restore</b> messages while they are still in the <i>Trash</i> view and you can <b>Empty the Trash</b> at anytime to permanently delete them.
<b>Chat History</b>	All chat or instant meeting transcripts that you have saved.
<b>Views:</b>	Click the “+” to expand and display the additional views.
<b>Mail Threads (Basic Configuration Only)</b>	All messages grouped with their replies so you can view an entire email thread at once.
<b>Folders:</b>	Click the “+” to expand and display the personal folders that you created.
<b>Archive</b>	Click the “+” to display your archive folder (i.e., Default for Last Modified).
<b>Tools:</b>	Click the “+” to expand and display the additional views.
<b>Rules</b>	All rules that you create to filter new messages.
<b>Stationery</b>	All stationery that you create for sending messages.
<b>Other Mail (Standard Configuration Only)</b>	Open other people’s mail database (only if they’ve given you access to do so).