

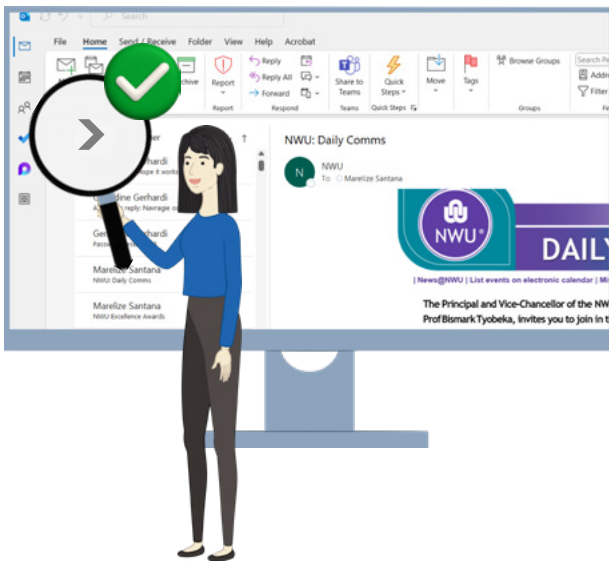


You can drag and drop a message from your email folder (i.e., Inbox, Archive, etc.) directly into the Online Archive mailbox or right-click on the message and select Move → Online Archive).

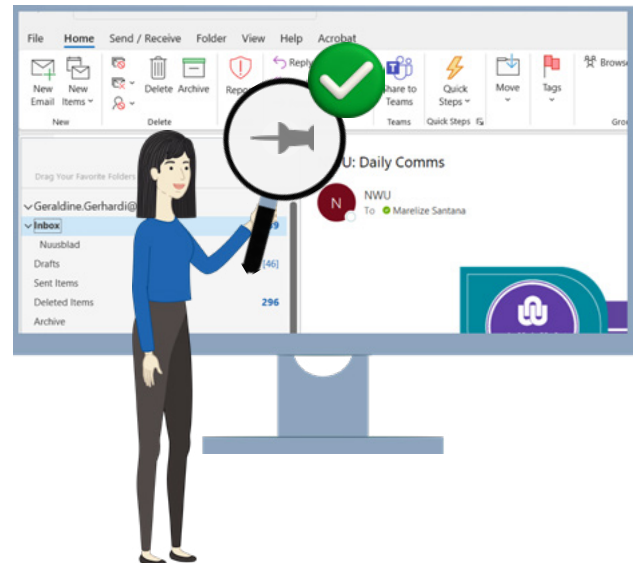


IMPORTANT: Additionally you can create folders in the Online Archive's Archive to organize your messages!

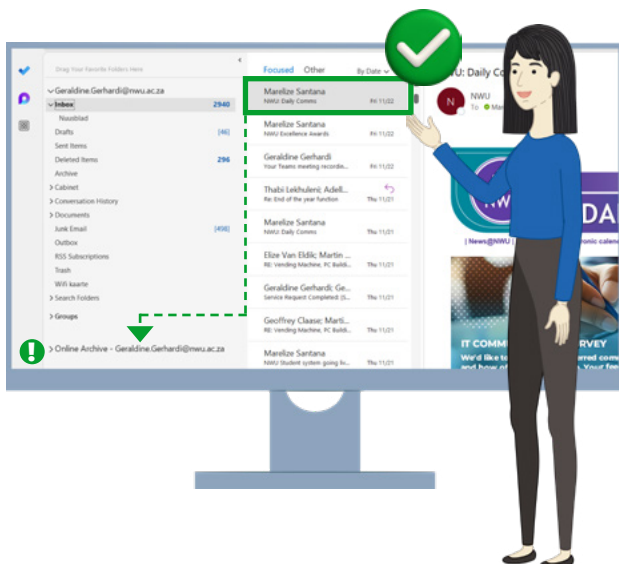
1. Click the top-left arrow to expand the folder pane.



2. Click the Pin the Folder Pane icon to keep the inbox pinned next to the folder pane.



3. Select the email you want to drag and drop into the Online Archive mailbox. Remember to expand the folder first to see the Archive folder.



4. After expanding the Online Archive mailbox, drag and drop your email into the Archive folder.

