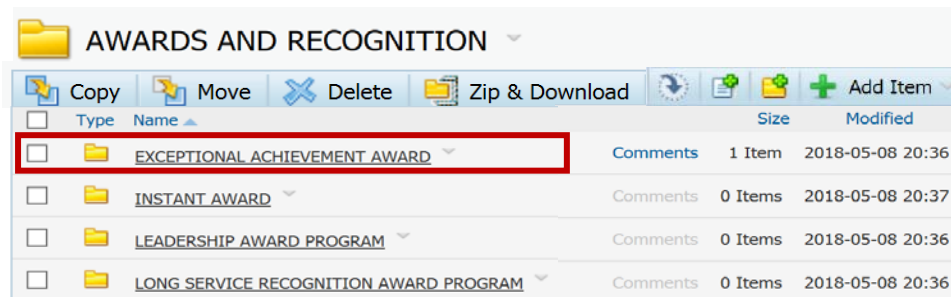




## Adding a folder using the Add Folder icon

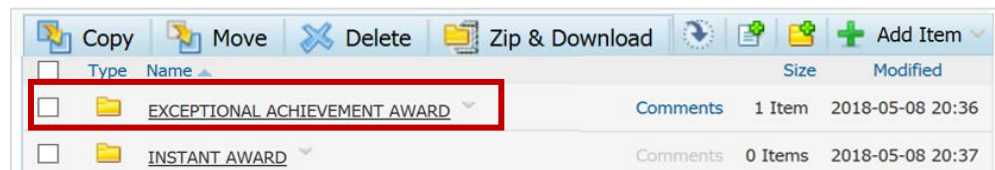
1. Navigate to the location where you want to add the folder



2. Select **Add Folder**
3. Complete the **Name** and **Description** fields
4. Select **Add**

## Adding a folder using the Add Item icon

1. Navigate to the location where you want to add the email folder



2. Select **Add Item**
3. Select **Folder** from the drop down menu
4. Complete the Name and Description fields
5. Select **Add**

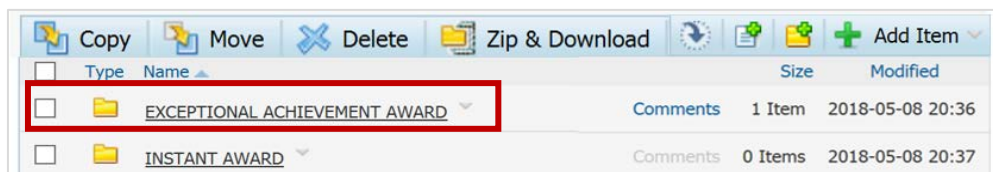


## Adding an email folder using the Add Item icon

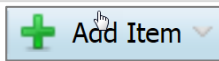
### Email Folders vs. Regular Folders

When moving e-mails from Outlook into GCdocs, you may save them in any container. By default, most will use regular folders. The problem with regular folders is that you lose the ability to see the e-mail metadata like "Date Sent," "To:", "From:" etc. **E-Mail Folders**, on the other hand, will display all of your e-mail metadata in the display view.

1. Navigate to the location where you want to add the email folder



2. Select **Add Item**



3. Select **E-mail Folder**



4. Complete the Name and Description fields

5. Select **Add**



**Note:** If you have e-mails already contained in a regular folder, you can move them into the E-mail Folder and have all the original Outlook metadata display correctly in GCdocs.

