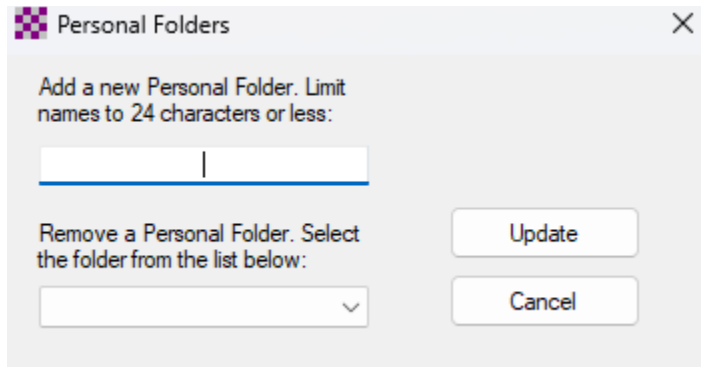


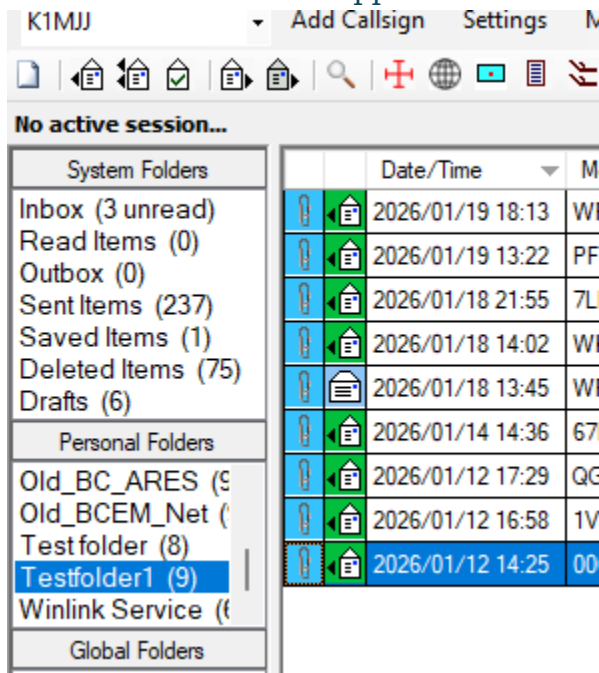
To Create a Winlink Personal Folder

Procedure:

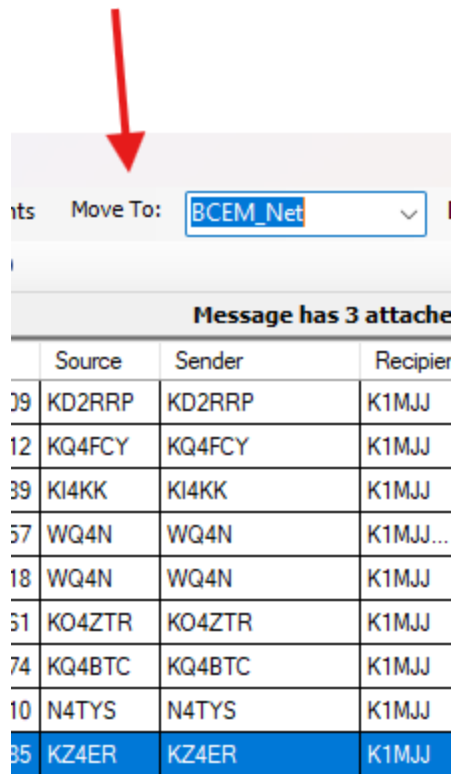
- Select Settings → Add Personal Folder...



-
- Give the folder a name
- Click the Update button
- The new Personal Folder will show up in the Personal Folder box in the left column of the Winlink application



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- To move a message into the new folder to the following:
 - Select the message
 - In the Move to box of the Winlink application
 - Press the down arrow and select the Winlink Personal folder
 - Hover your mouse over the “Move To” and click



- Note: The “Move To” does not look like a button but it does act as one.

That is all there is to create a Personal folder and to move a message into the folder.

Please contact me if you have any questions.