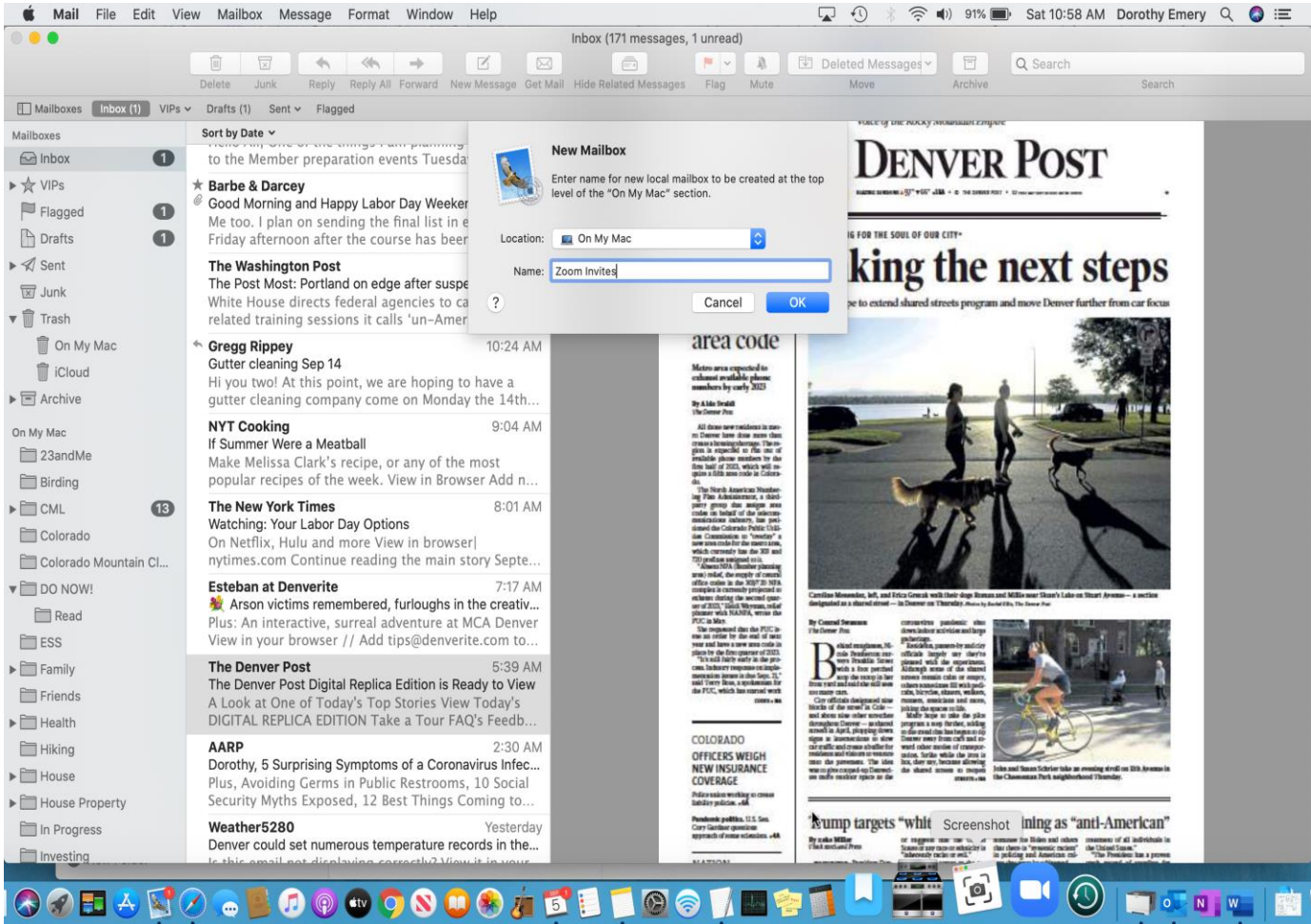# How to Save Emails in Folders in Mac Mail

You can create folders in Mail on your Mac and use these to organize and save emails. This makes them easier to find and prevents your Inbox from becoming too crowded.

- In Mail on your Mac on the top line of the Mail window, click "Mailbox", then "New Mailbox". You will be prompted for the location. Below is an example that will create a mailbox on my Mac (local hard drive) called "Zoom Invites".   You can put the folder in another folder if you desire. For example, you could have an email folder created earlier called "OLLI" and you could choose that folder as the location for your new folder. Click OK to create the folder. You can also drag a folder you see in the left panel of your screen to another folder where it becomes a subfolder.

- To save an email in your new folder, simply drag the email you wish to save from you inbox into the folder your created on the left panel of your screen.