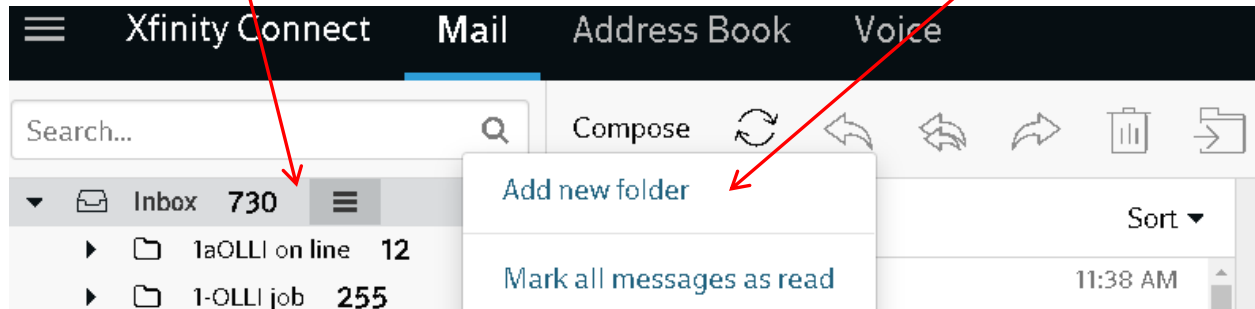


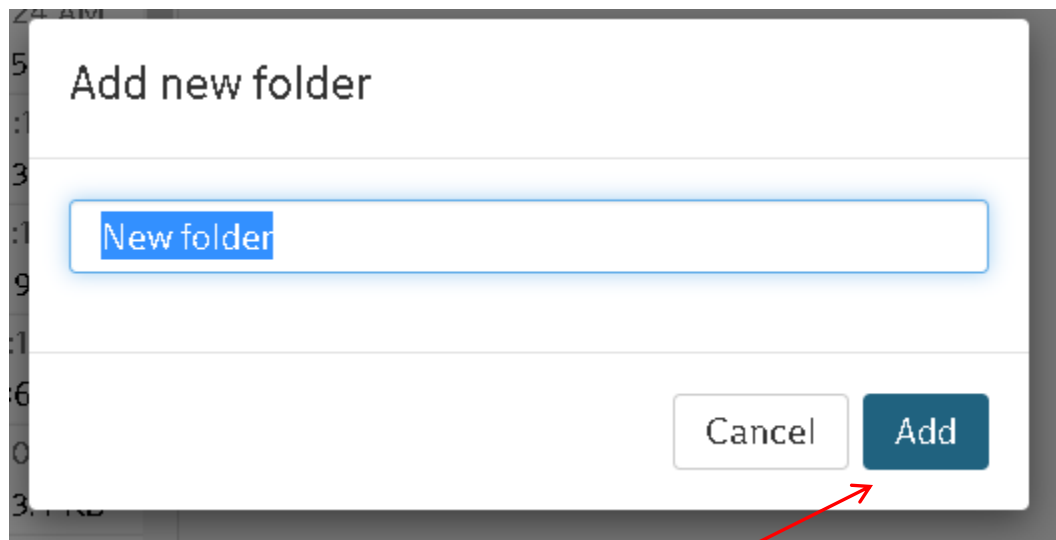
## CREATE A ZOOM FOLDER IN COMCAST EMAIL

In Comcast to create a new folder to place all your Zoom links do the following.

Right click on the Inbox or the three lines and it will come up with the Add new folder box



Click on Add new folder and a box will pop up that will allow you to create a Folder: Name it Zoom



Once you type in the name of the folder click add. The new folder will appear under your inbox in alphabetical order.

You may then drag your Zoom links over to the Zoom folder and find them when you need them. See next picture for explanation.

## Move an Email Message to a Different Folder

To move an email to a different folder, select a message and drag and drop it into the folder you'd like.

You can also:

1. Check the box next to the message you want to move.
2. Click the three horizontal lines from the Email Toolbar to locate the Move icon.
3. Select the folder you'd like to move the message.

