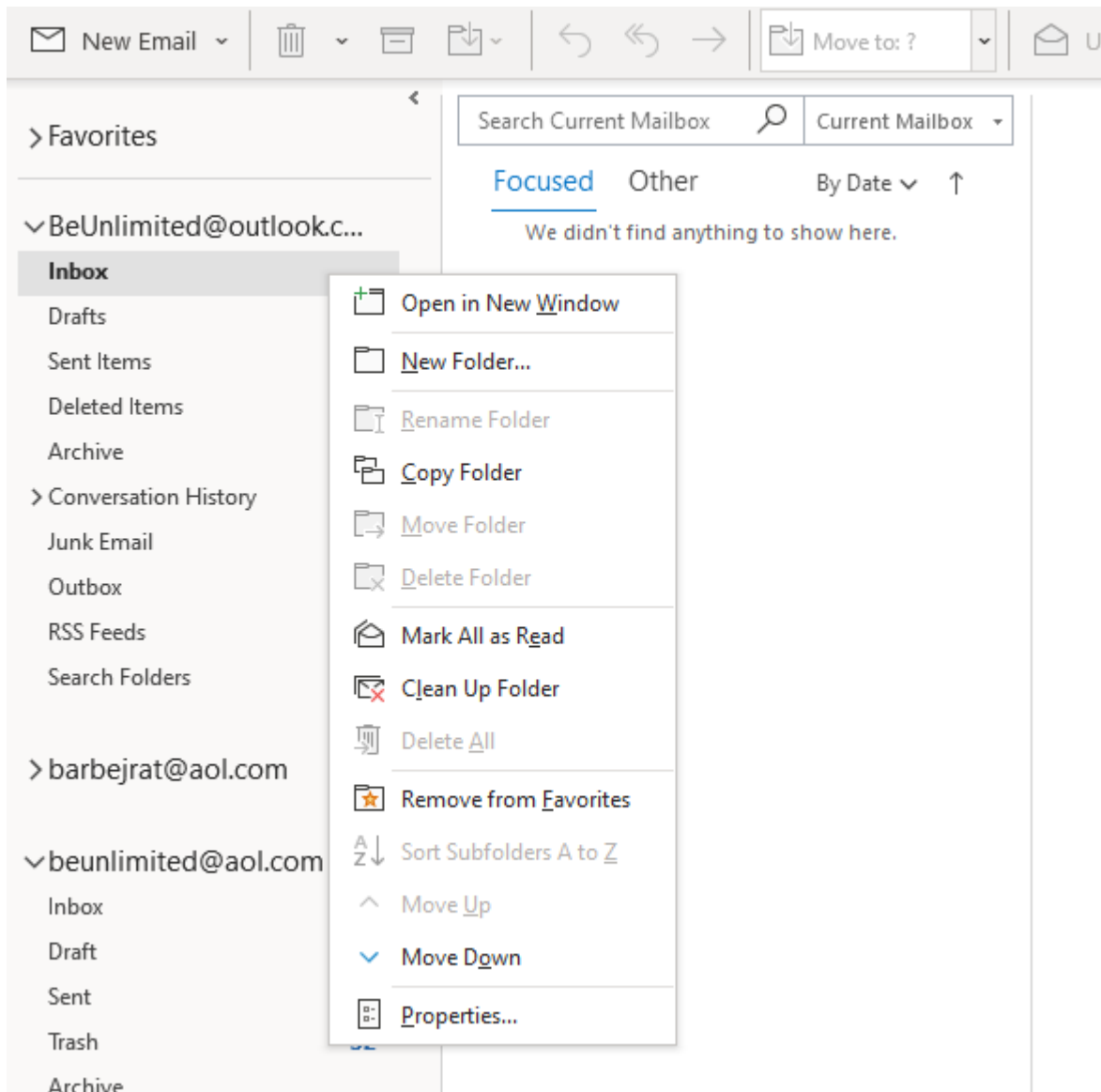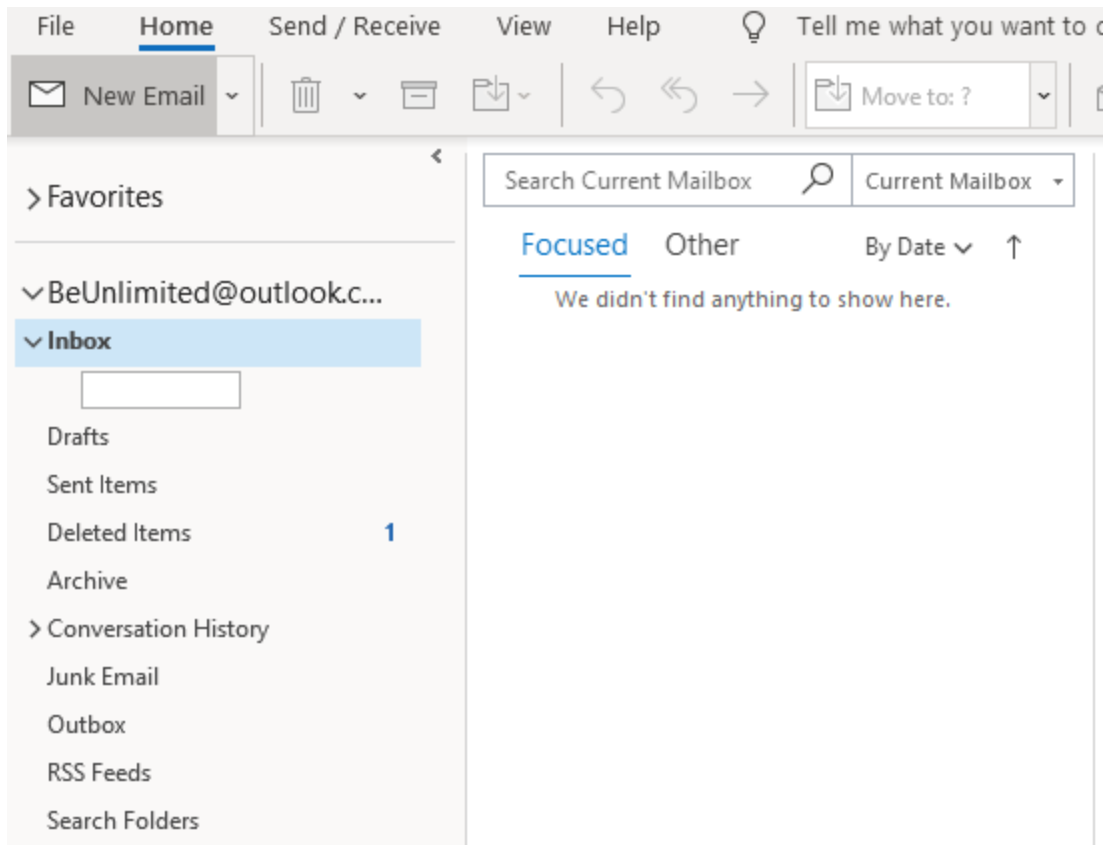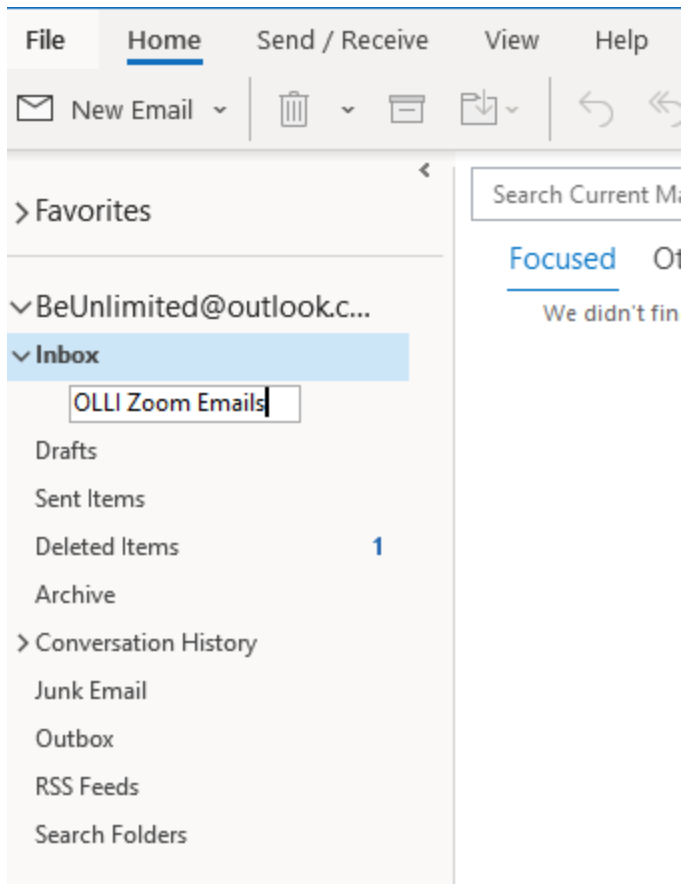Setting Up Folders:

For AOL – Right clink a 'highlighted' Inbox:

Click on New Folder:

Type in the name you want to give the new file:

And then drag and drop the Emails you receive for your OLLI courses.