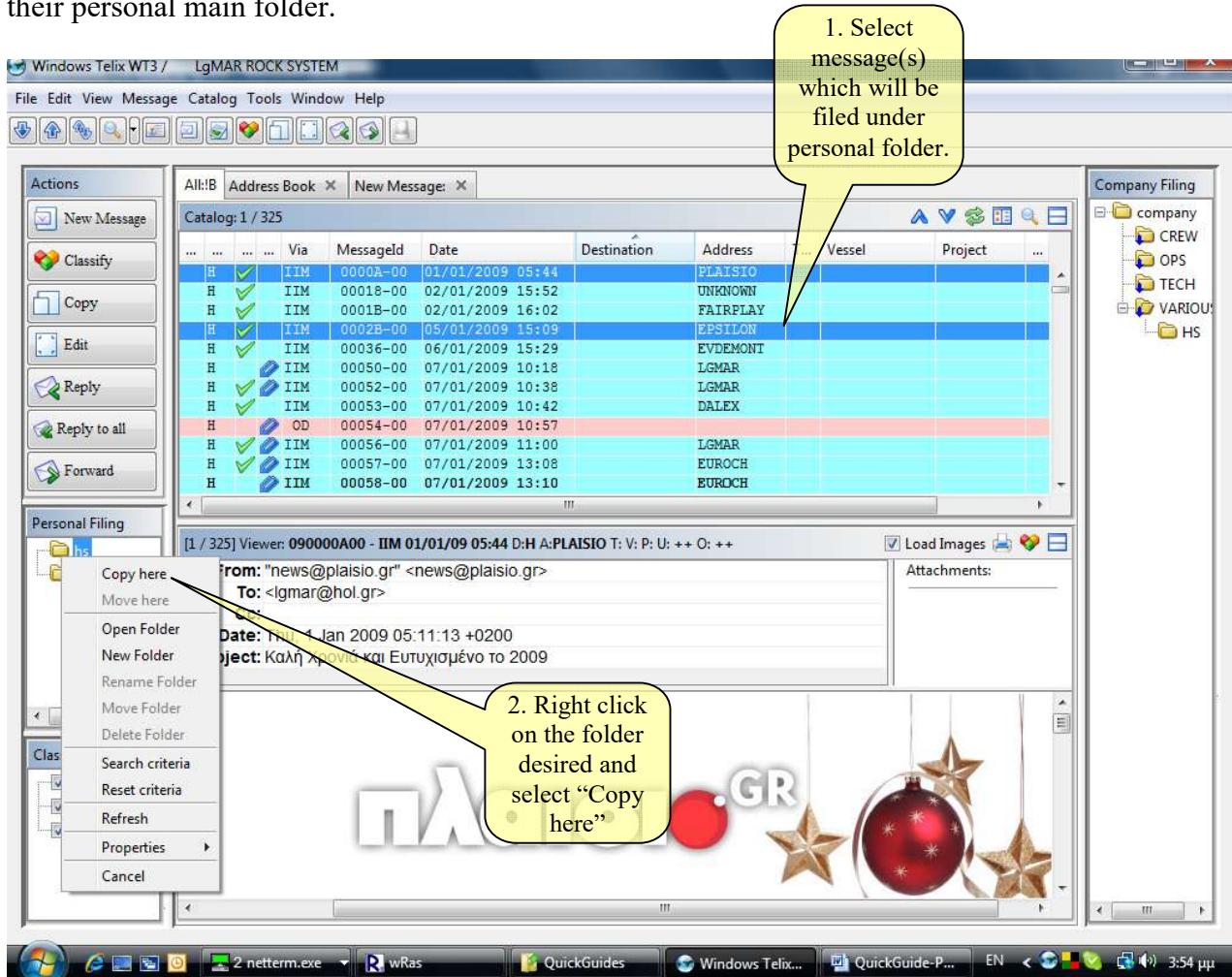**How to classify in a personal folder (Personal Filing)**

Any message can be classified in a personal folder. All users are able to create subfolders under their personal main folder.

Explanation:

1.	Select the message(s) which should be filed.
2.	Right click on the folder and select "Copy here" or "drag and drop". Keep in mind that folders are created by users.