

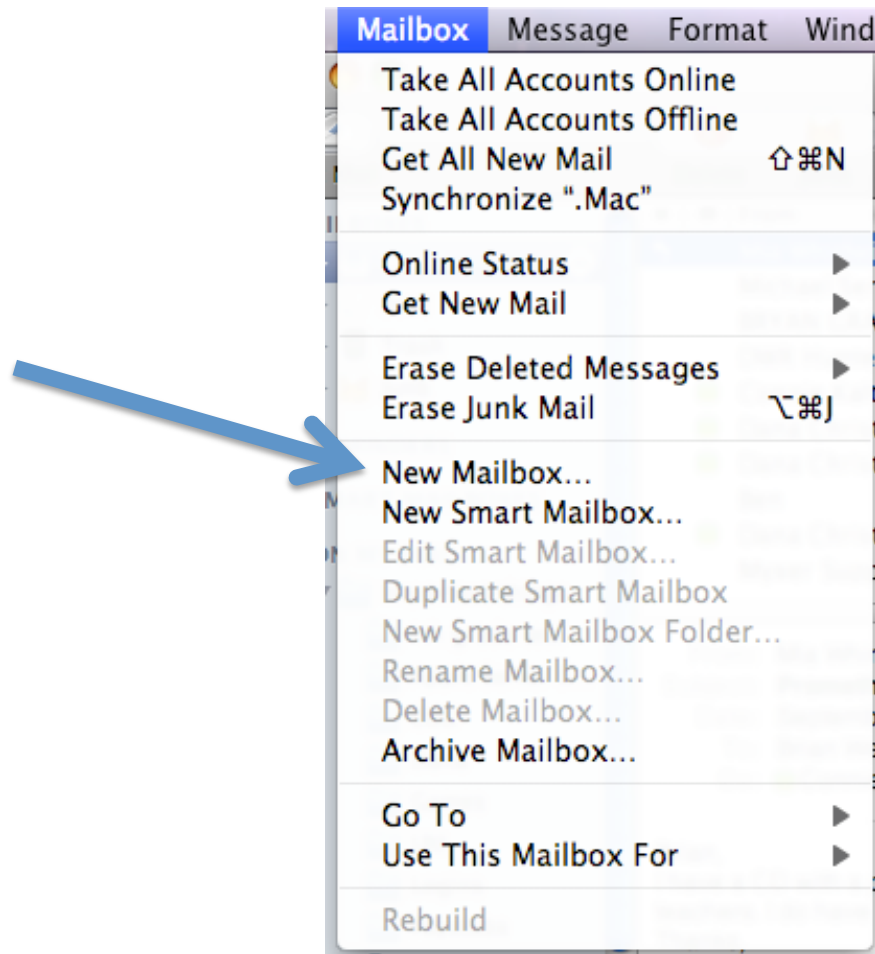
Creating a Mail Box in Mail

For your paystubs or anything you
want to keep!

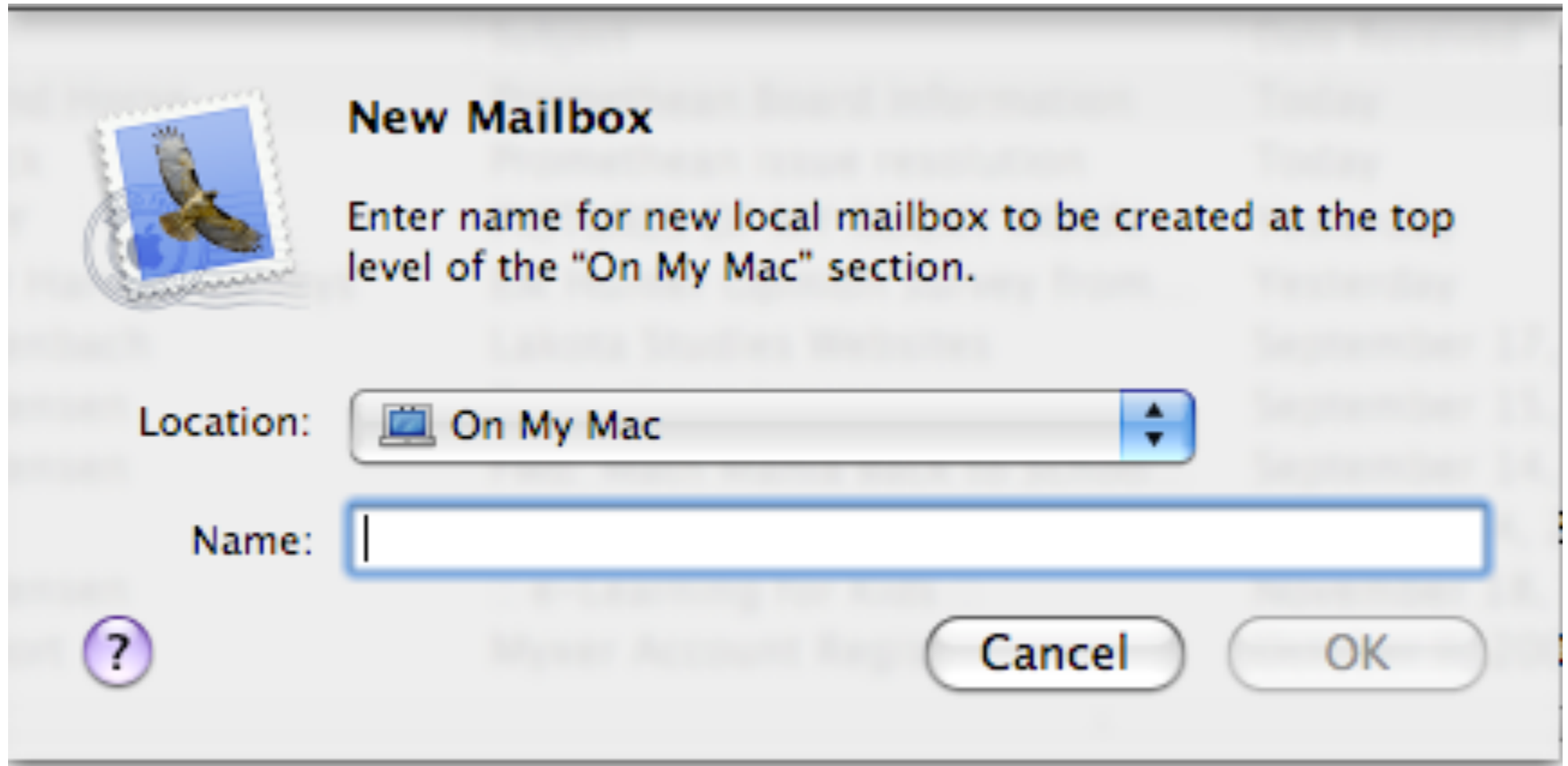
Open the Mail Program



Go to Mailbox Down to New Mailbox



Give the Mailbox a Name




New Mailbox

Enter name for new local mailbox to be created at the top level of the "On My Mac" section.

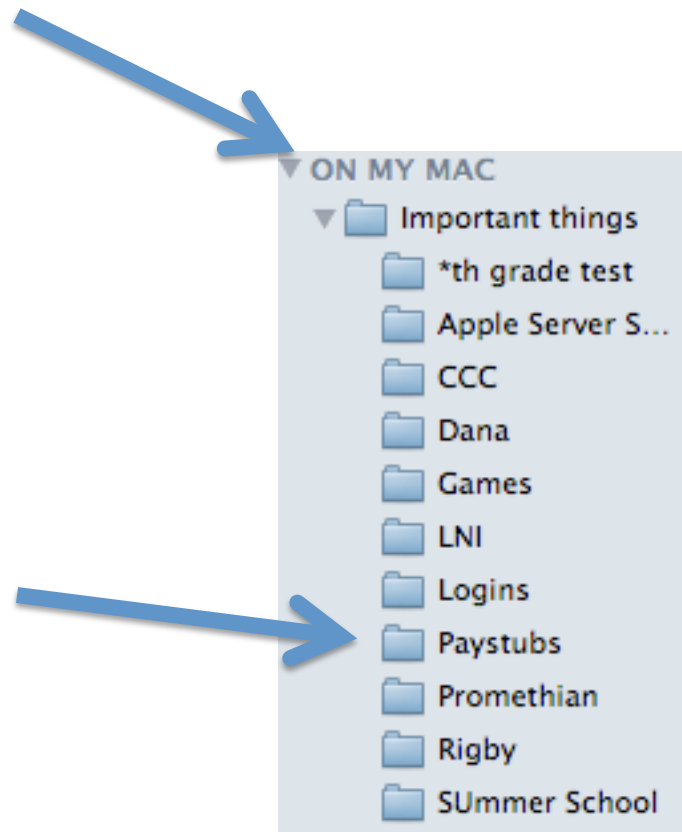
Location:

Name:



The image shows a 'New Mailbox' dialog box with a postage stamp icon of an eagle. It contains a title, an instruction, a 'Location' dropdown menu set to 'On My Mac', an empty 'Name' text field, and 'Cancel' and 'OK' buttons. A help icon is in the bottom left.

Now under ON MY MAC on the Left side, click the drop down and drag any email into this Mailbox



You can make any kind of Mailbox that you desire for your storage needs!

