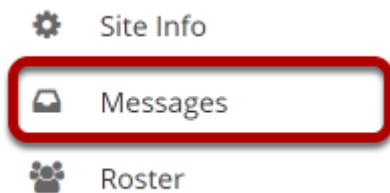


How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be moved.

Messages



Select the folder name of the folder containing the message to be moved.

Select the message.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subject	Date ▾	Authored By	Label
<input type="checkbox"/>			Re: Question about due date	Mar 10, 2020 10:01 AM	Instructor, Demo (demoinstructor)	Normal
<input type="checkbox"/>		<input type="checkbox"/>	Question about due date	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Quiz	Mar 9, 2020 11:08 PM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			Quiz	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			Quiz	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

Select the checkbox to the left of the message to be moved.

Click Move.

[Mark Read](#) | [Mark Unread](#) | [Delete](#) | [Move](#)

Quick Search:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subject	Date ▾	Authored By	Label
<input type="checkbox"/>			Re: Question about due date	Mar 10, 2020 10:01 AM	Instructor, Demo (demoinstructor)	Normal
<input type="checkbox"/>		<input type="checkbox"/>	Question about due date	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Quiz	Mar 9, 2020 11:08 PM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			Quiz	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			Quiz	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

Select the new folder for the message.

[Messages](#) / [Received](#) / Move Message(s) To

☐ Received (current location)

☐ Sent

☐ Deleted

☐ Draft

☒ My New Folder

MOVE MESSAGES

Cancel

Select the folder where you would like the message to be moved.

Click Move Messages.

[Messages](#) / [Received](#) / Move Message(s) To

☐ Received (current location)

☐ Sent

☐ Deleted

☐ Draft

☒ My New Folder

MOVE MESSAGES

Cancel

Select **Move Messages** to complete the move.