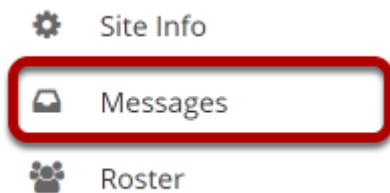# How do I move a message?

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.

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

Select the message.

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

Click Move.

Select the new folder for the message.

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

Click Move Messages.

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