

Retaining a Sent Messages Folder

Log in to CommuniGate. You will come to this screen!



sklein@d21.k12.il.us: Folders (?)

Create Mailbox used 708K of 50M

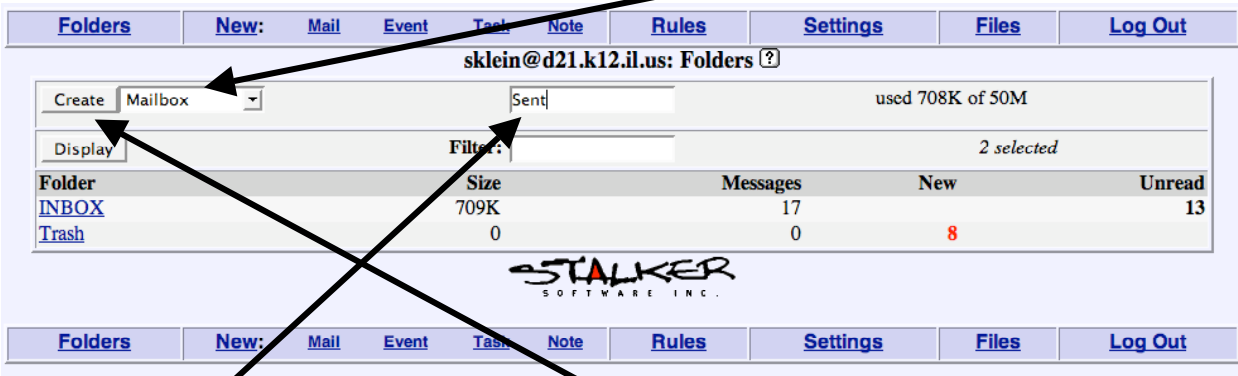
Display Filter: 2 selected

Folder	Size	Messages	New	Unread
INBOX	709K	17		13
Trash	0	0	8	

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Folders New: Mail Event Task Note Rules Settings Files Log Out

Once here, first, make sure that this pull down menu says "Mailbox."



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Display Filter: 2 selected

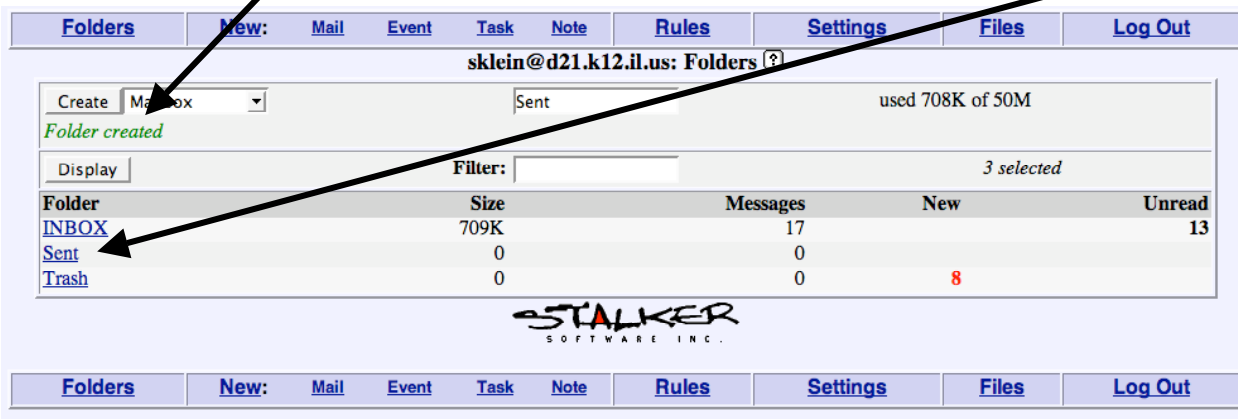
Folder	Size	Messages	New	Unread
INBOX	709K	17		13
Trash	0	0	8	

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Folders New: Mail Event Task Note Rules Settings Files Log Out

Now, type "Sent" in this text box. Then, click "Create".

Now, it will say "Folder created" on the screen, and a new folder will appear titled "Sent."



sklein@d21.k12.il.us: Folders (?)

Create Mailbox used 708K of 50M

Folder created

Display Filter: 3 selected

Folder	Size	Messages	New	Unread
INBOX	709K	17		13
Sent	0	0		
Trash	0	0	8	

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Folders New: Mail Event Task Note Rules Settings Files Log Out

Next, click on “Settings”.

Folder	Size	Messages	New	Unread
INBOX	709K	17		13
Sent	0	0		
Trash	0	0	8	

Click on “Compose”.

Layout: default(Basic) | Language: default(English) | Time Zone: default(Fictitious Server Zone)

Go down to the “Save sent messages” item and click on your new “Sent” folder in the pull-down menu. Click “Update.”

Save Sent Messages in: **Sent** | Store Drafts in: default(Drafts)

Compose Time Step: default(30 min)

Reset | Update

Now, all new Sent Messages will be stored in that folder until you move them to the Trash and Empty the Trash. Remember, there is a limit to how much space you have for storage!

used 709K of 50M

Folder	Size	Messages	New	Unread
INBOX	709K	17		13
Sent	553	1	1	
Trash	0	0	8	

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