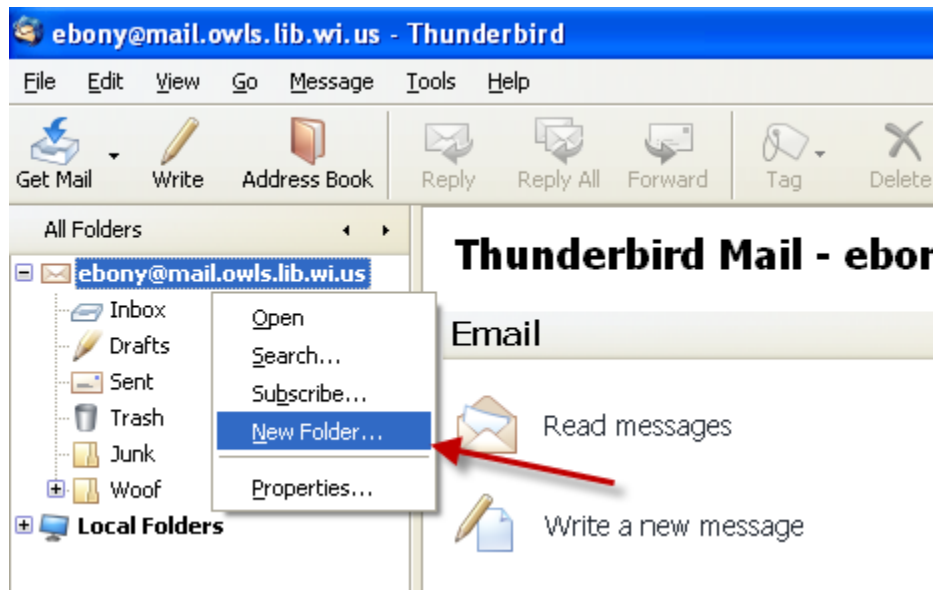


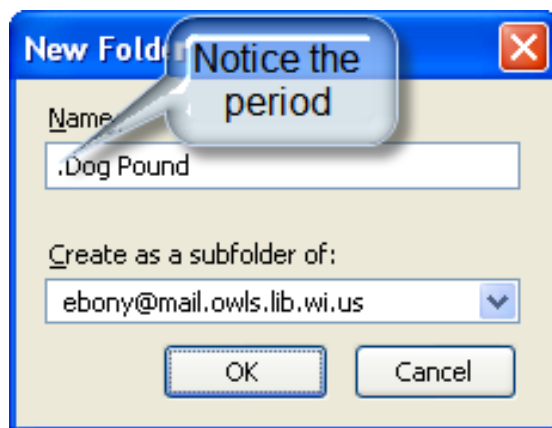
## Organizing Email Storage Folders

All Thunderbird IMAP email storage folders and subfolders are automatically sorted in alphabetical order. But after a while, as you continue to organize your email, your list of folders could get quite long. Here is a neat little trick you can use to place your most important folders at the top of all the other folders.

1. Right click on your email address in Thunderbird.
2. Left click on “New Folder”.



3. When you type the name of your new email storage folder, begin the name with a “period”. See the example below.
4. Then click “OK”.



## Organizing Email Storage Folders – Continued

5. Your new email storage folder will be placed at the top of the list!

