

Moving around: folders

When viewing the content of a folder, be it an email folder, a file folder, or other, you are presented with a list of the items (mail messages, files) contained in that folder. To avoid long listings, items are presented in pages (ex. the first 25, the second 25, and so on).

To move between pages, click on the and buttons (if they do not appear, it means that this is the first and/or the last page). Note the numbers next to the link that indicates which page you are viewing and how many items in total are in the folder (ex. "1 to 25 of 130" means that there are 130 items in this folder, and you are viewing the first 25).

To change the number of items that you want to be displayed in a page, move the mouse over the "x to y of z" label and select the appropriate number from the apposite submenu that will appear.

Tip: you can set the preferred number of items per page in **Preferences**

Items are listed in a particular order (ex. by subject, by date, etc).

To change the sorting, click on the appropriate column heading (ex. 'Subject' if you want to sort emails by subject). If a column heading does not change color when you move the mouse over it, then it is not possible to sort for that column.

To reverse the order of sorting (i.e. instead of sorting the Subject from 'a' to 'z', to sort from 'z' to 'a'), click a second time on the column header. This is very useful with dates, where you can see the most recent and the oldest items easily.

Tip: Note the small symbol that appears next to the sorted column, it indicates which column is used for sorting, and if the current sorting order is ascending () or descending ().

To open ("view") an item, click on it (the link is usually the email subject, or the file name, and so on).

Since sometimes a folder can contain subfolders, it is important to know where you are in the navigation, and to access parent folders easily. A **navigation bar** is always displayed at the top of the page, with links to access every parent folder. For instance, if you are viewing files, the navigation bar may read **Files / My documents / Invoices 2002**.

To create new folders, click on the **Folder / New Folder** link on the page menu. To rename or delete a folder, click on **Folder / Properties & sharing** link on the page menu.