Connect Google Apps – Moving an email to a folder

Purpose
To walk through moving an email from the inbox to a different folder within Connect Google Apps Web Access

Prerequisites
A Connect Google Apps account and a modern web browser

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**Step 1.**
In your web browser, navigate to the following address:

[https://aait.ucsb.edu/email](https://aait.ucsb.edu/email)

Login with your **UCSBnetID@ucsb.edu** and **UCSBnetPassword**.

**Step 2.**
Select the email you would like to move into a folder by checking the box to the far left of the email(s) or clicking into the email.

**Step 3.**
Select the “Move to” (folder) icon at the top of your inbox below the search bar and select the folder you would like to move the email to:

![Move to folder icon]

This will move emails from your inbox into the selected folder.

**Step 4.**
Emails can be moved into multiple folders by selecting the email you would like to move and selecting the “Labels” icon (next to the “Move to” icon). Check the boxes next to the folders you would like to add the email to:

![Labels icon]

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Emails labeled this way will only be moved to the selected folders once you have removed the “Inbox” label. Remove the inbox label by clicking into the email and clicking the “X” next to the inbox label.

Step 5. Emails can also be moved to folders by left clicking and dragging your selected email into the folder on the left side.

Similarly, labels can be dragged onto the email to apply that label to the email. Multiple labels can be applied to a single email.