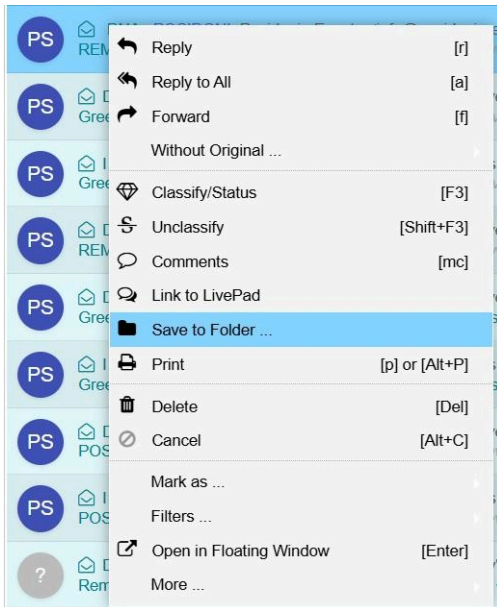


OMNi Copy/ Move messages from/ to folders

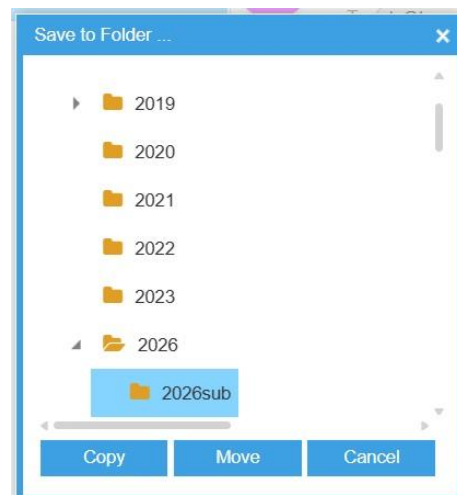


In order to copy or move a message from one folder to another, right click on a message and choose “Save to folder”.

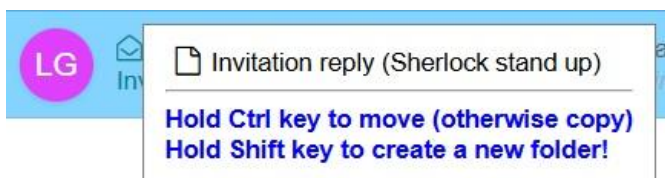
The company and personal folders section will appear. Choose the preferred folder for either action.

By clicking “Copy”, the message is also added to another folder.

By clicking “Move”, the message is transferred to the chosen folder.



Lastly, there is also a drag and drop option; press Ctrl to move a message. If only drag and drop is used, then the message will be copied.



In case you require further assistance or guidance, please do not hesitate to contact our support team at support@lgmar.gr