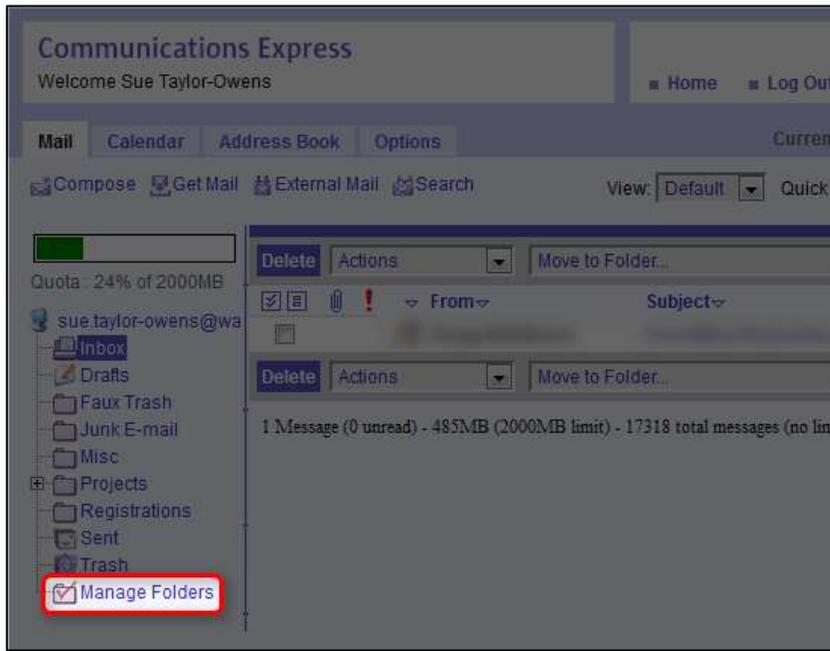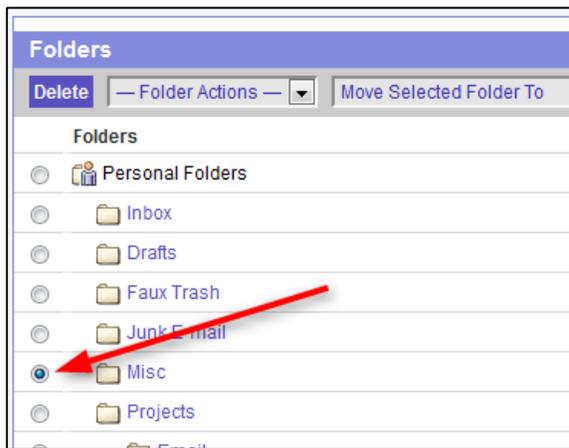# MyWashburn: Renaming a Folder

1. Open email from MyWashburn

2. Click on the Manage Folders link

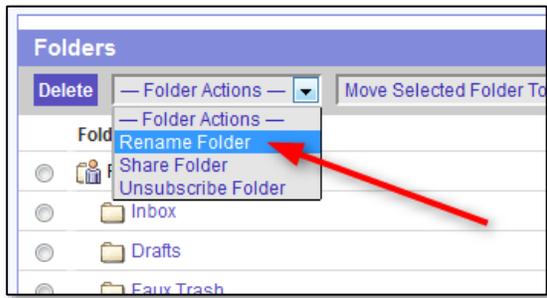
3. Select the circle next to the folder you want to rename

4. Choose Rename Folder from the Folder Actions drop-down menu

5. Enter the new name

6. Click the OK button