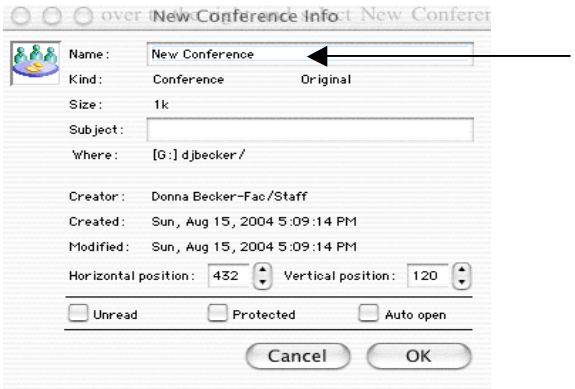
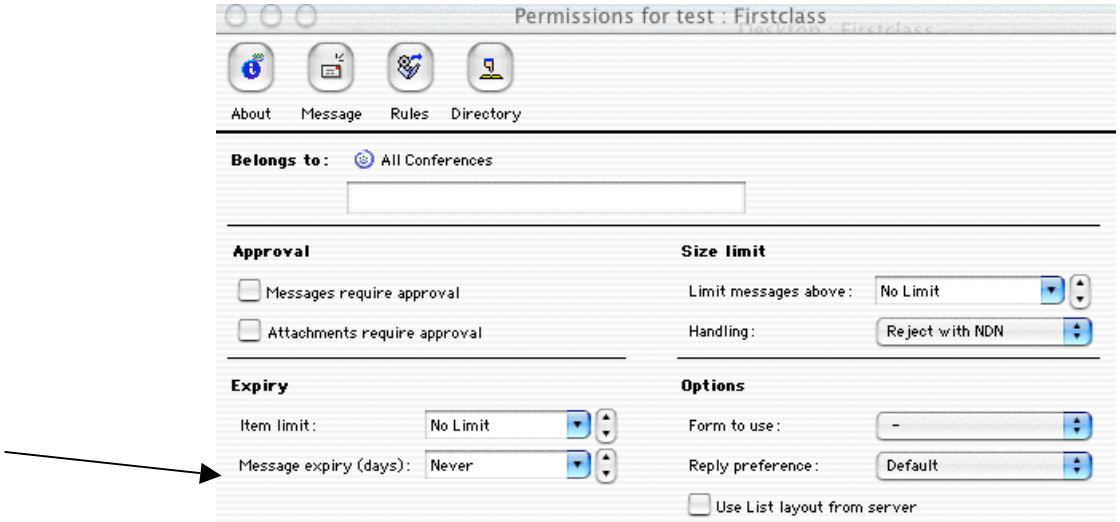
How to create a conference folder in FirstClass to store documents that you do not want to expire or delete after 90 days.

1. While in FirstClass go up to File in the menubar and drag down to **New** and drag over to the right and select **New Conference**.
2. It will show up selected in the middle of your page. Go back up to the menubar to **File** and drag down to **Get Info**. Or the shortcut command is Apple I. You should see a dialog box appear that looks like this:



3. Type what you want to call this conference folder in the field that says Name. If you want to select a picture icon just click on the current picture and you'll see your choices. Make your selection and close your window. Your almost finished but we have one more step.
4. Go back up to the menubar and click on **Collaborate** and drag down to **Permissions**. Look for the Expiry section. Where it says Message expiry (days) click on the blue triangle pointing down and select **Never**. Now close the window. If it asks if you want to save your changes click save.



5. You can now drag any e-mails into this conference folder and they will be held until you delete them.