

Webmail - Folders management

Find out how to subscribe to a Folder to make it show in your e-mail folder list, how to unsubscribe from a Folder and hide it or how to create a new folder.

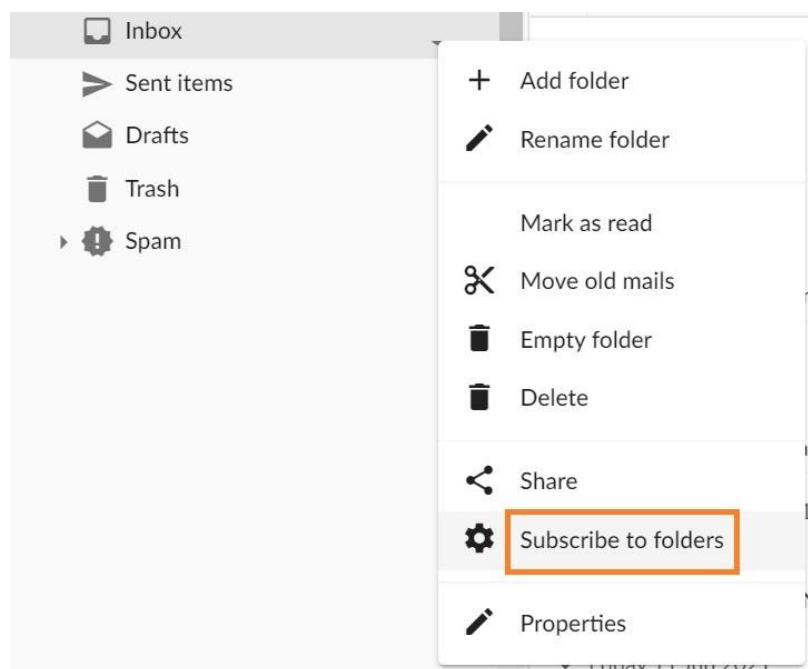
Step-by-step guide

Subscribe to a Folder

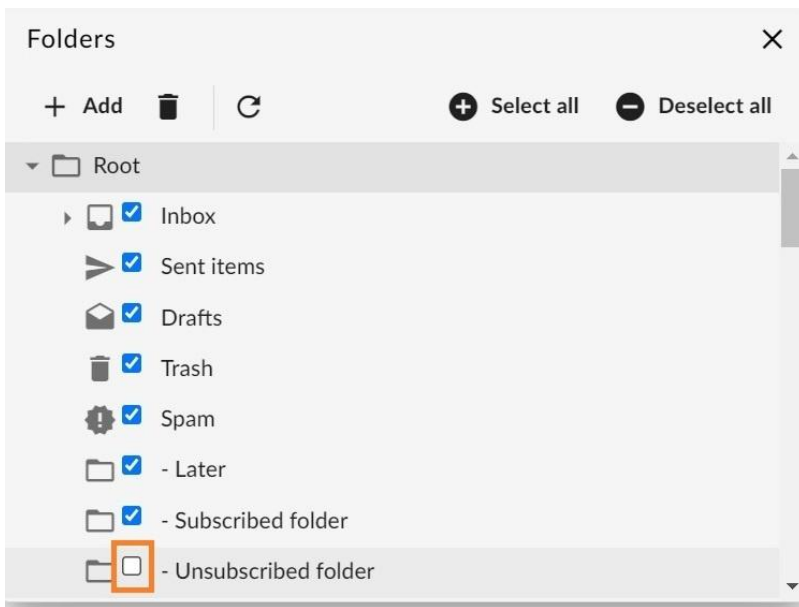
Subscribing to a folder will make it show in your e-mail folder list (usually on the left side of your Webmail or e-mail client). Some e-mail clients will show by default all folders, even the unsubscribed ones.

To **subscribe to a folder**, log in to your Webmail and

- Go to the **E-mail** tab.
- Right-click on the folders list on the left side of your panel
- Click on the **Subscribe to folders** option to access the Folder settings



- Find the folder in the list
- Select the checkmark next to the desired folder (if a folder is checked, you are subscribed to that folder).

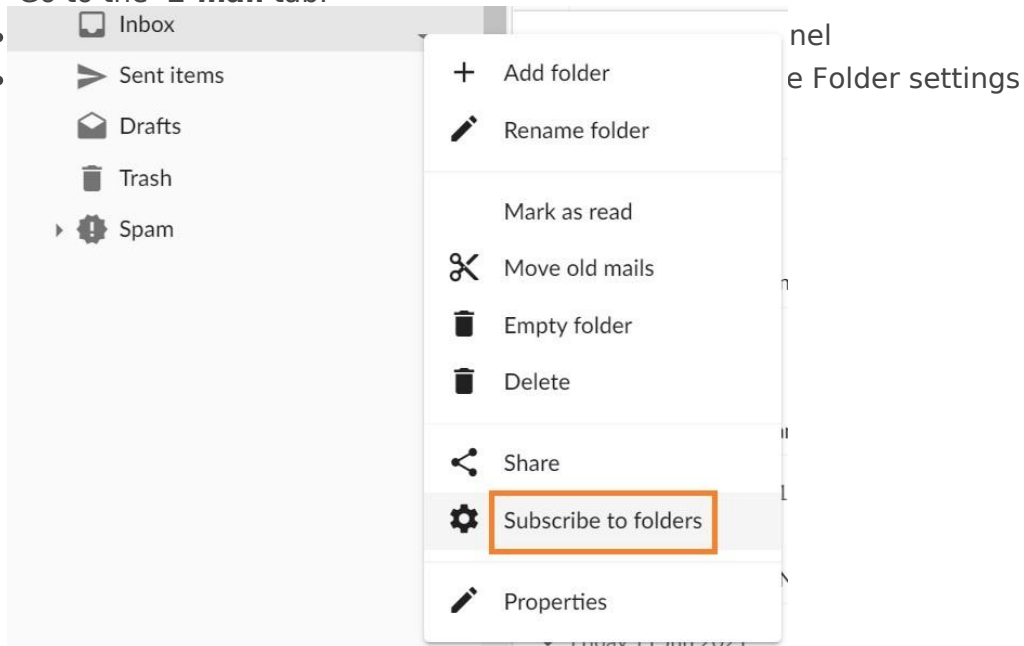


Unsubscribe from a Folder

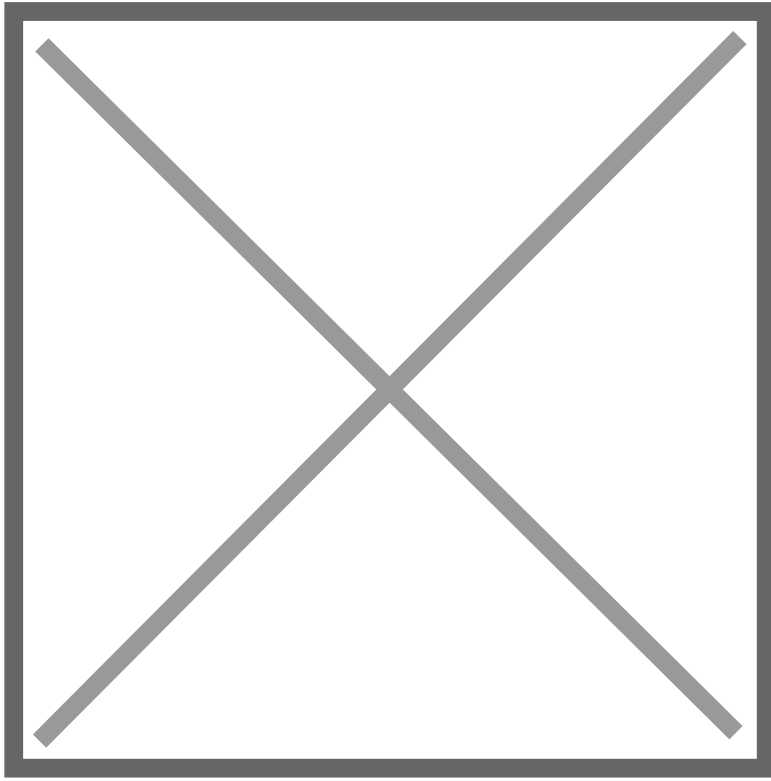
Unsubscribing from a folder will hide it from your e-mail folder list (usually on the left side of your Webmail or e-mail client). Some e-mail clients will show by default all folders, even the unsubscribed ones.

To **unsubscribe to a folder**, log in to your Webmail and

- Go to the **E-mail** tab.



- Find the folder in the list
- Select the checkmark next to the desired folder to unsubscribe (if a folder is unchecked, you are unsubscribed from that folder).

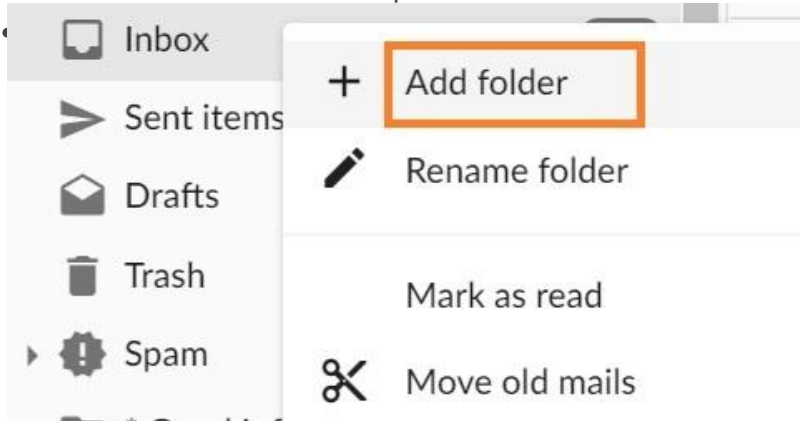


Add a Folder

The easiest way to **add a new folder** to your mailbox is from the E-mail tab.

Log in to your Webmail and

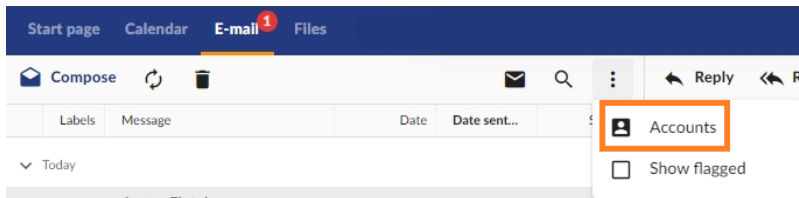
- Go to the **E-mail** tab.
- Right-click on the folders list on the left side of the panel
- Click on the **Add folder** option from the menu



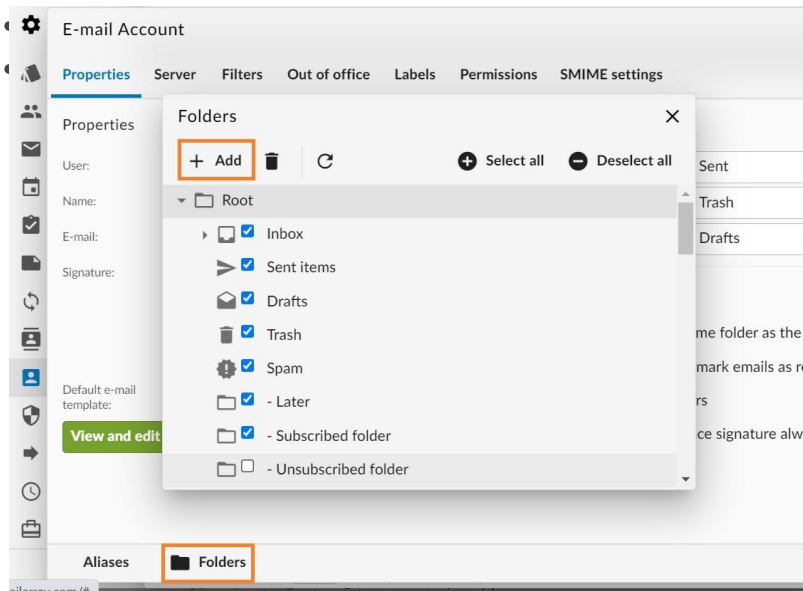
Another option to **add a new folder** is from the **Folders** advanced menu. To access it, log in to your Webmail and

- Go to the **E-mail** tab.

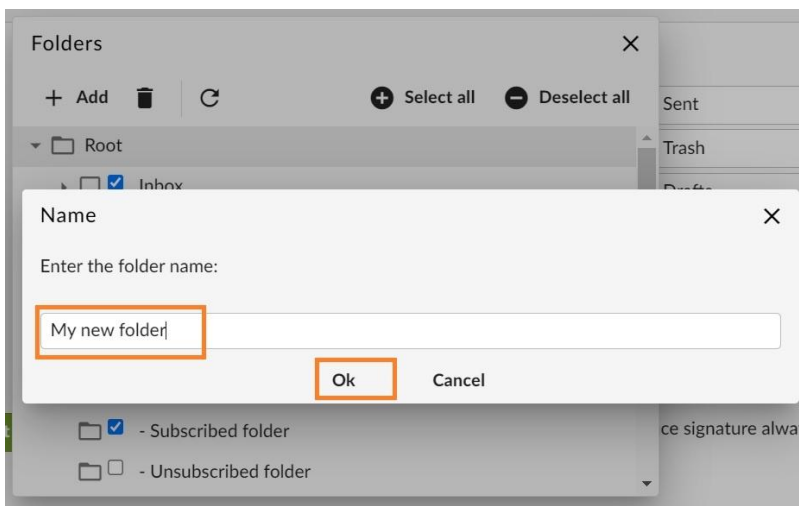
- Click on the **three dots** button on the right of the email panel and then click on **Accounts**.



- **Double click** the desired email account



- Enter the folder name and click on the **OK** button to create the folder.



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