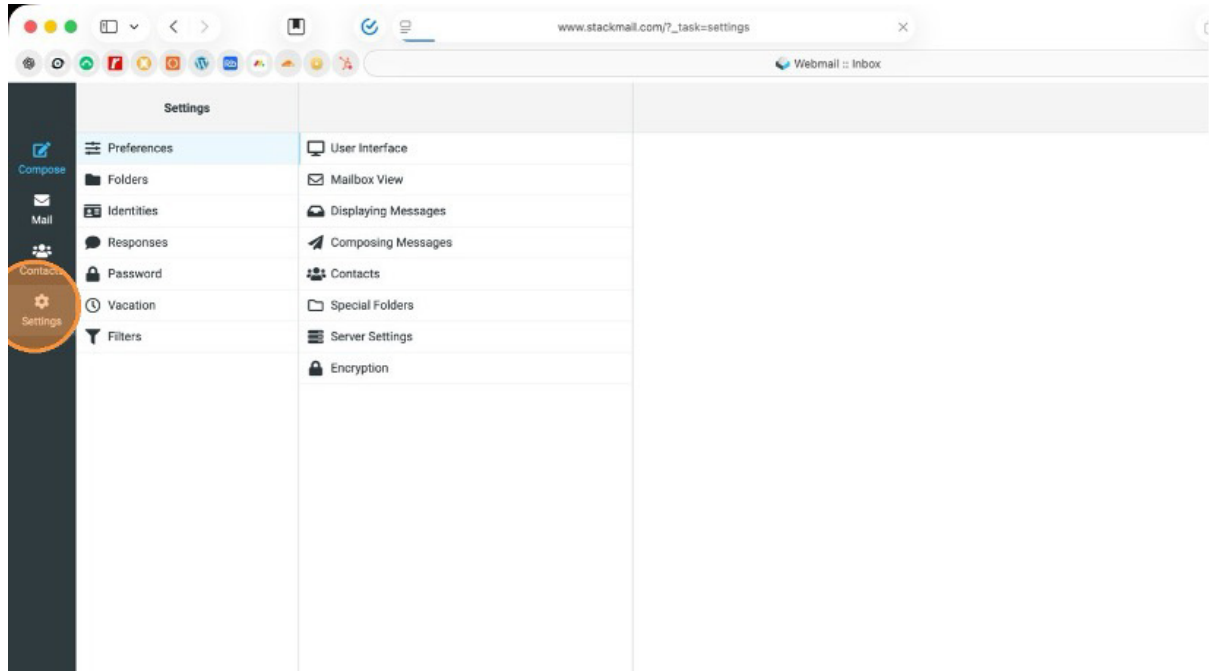


Using folders in our webmail system

This guide shows you how to create and customise folder names in the settings menu.
Organising folders can make navigation quicker and easier.

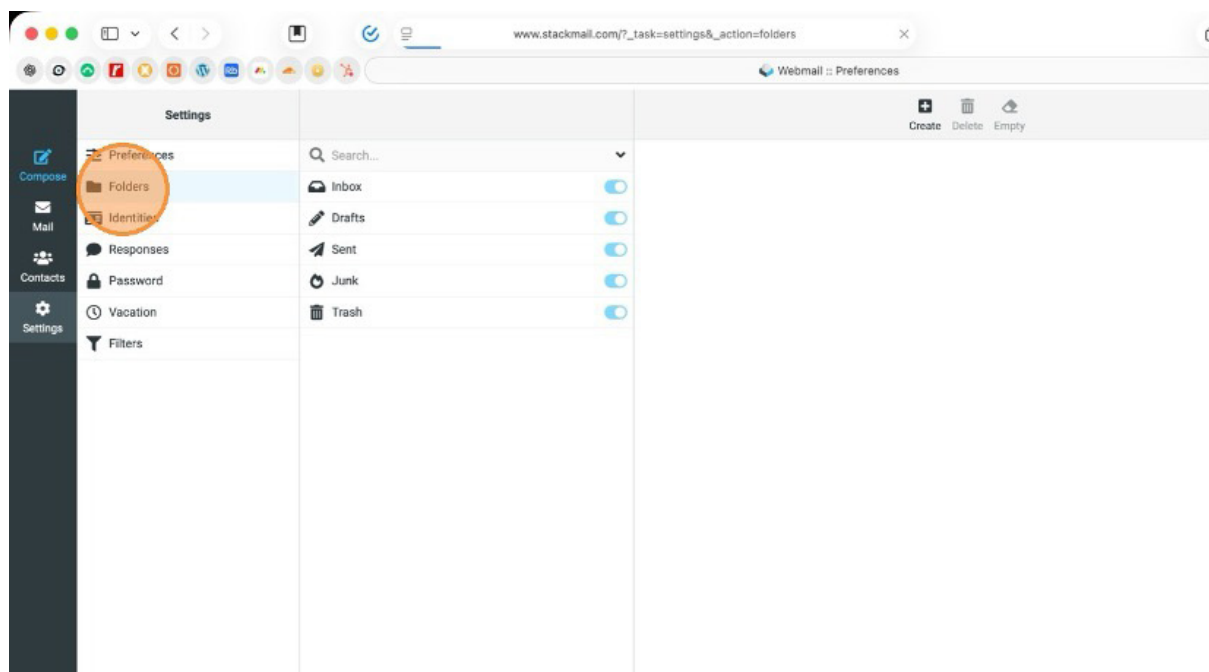
Step 1 - Open Settings

Click **Settings** in the application toolbar.



Step 2 - Open Folders

Select **Folders** from the settings menu.

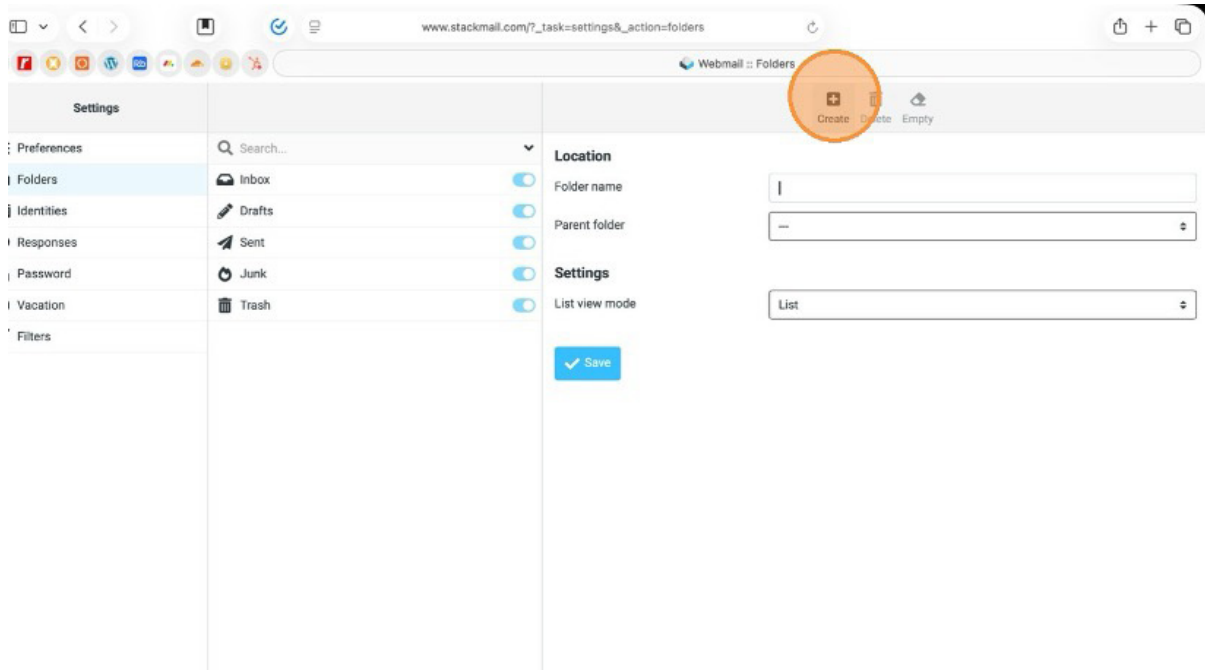


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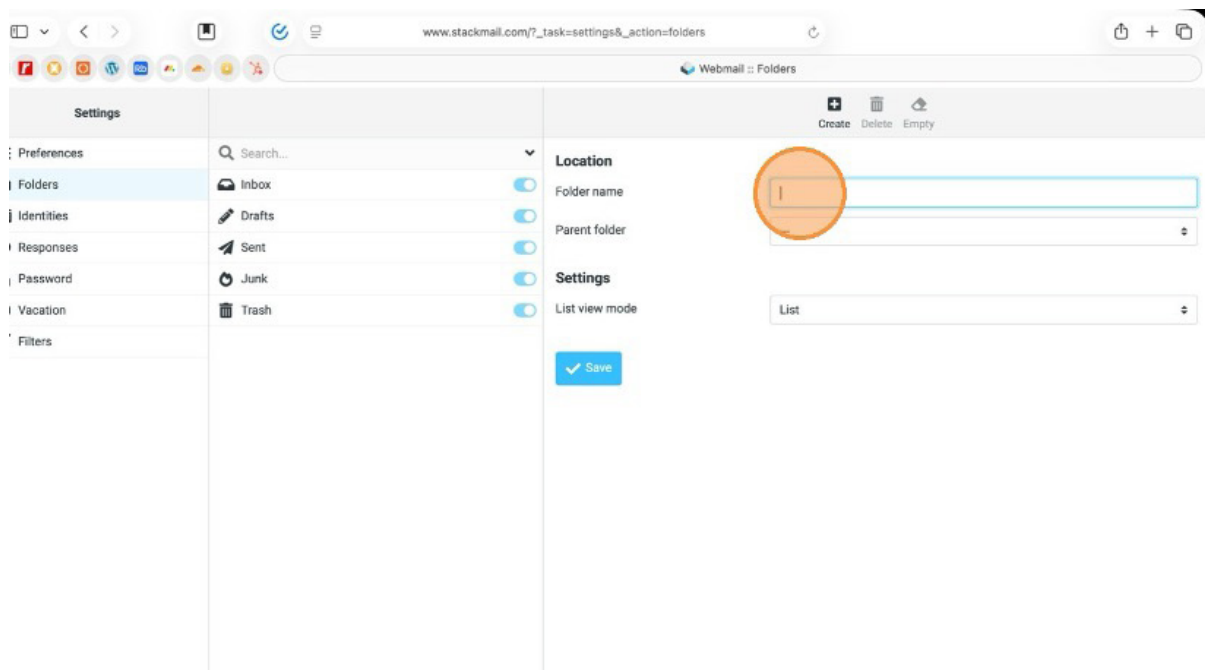
Step 3 - Create a New Folder

— Click **Create** to add a new folder.



Step 4 - Enter Folder Name

— Type the name you want to use for your folder.



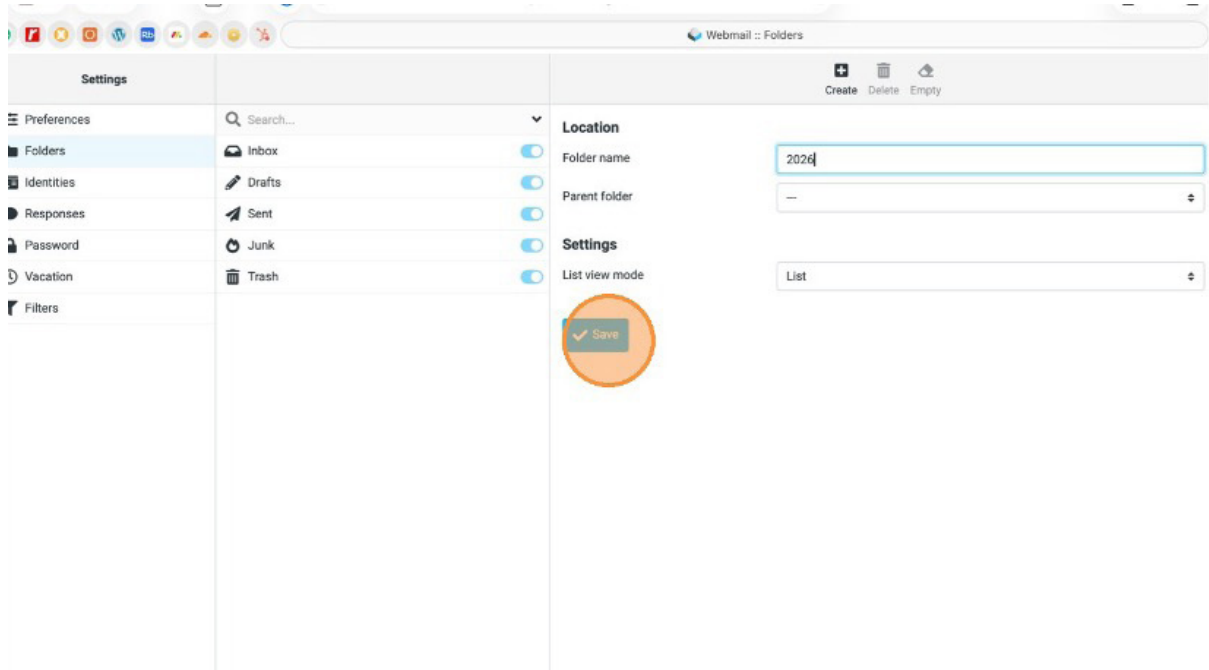
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Step 5 - Save your Changes

— Click **Save** to apply your new signature.



Result

— Your new folder will now appear with the name you selected.