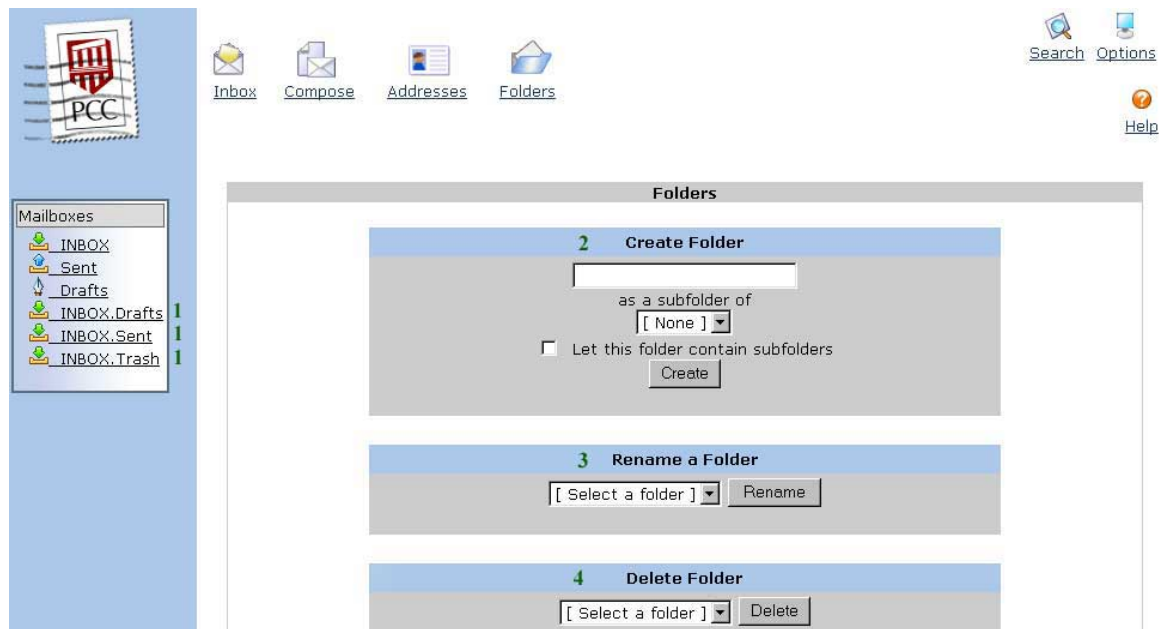


PCC Webmail Tutorial: Using Folders

Folders

Organize and store email in folders.



1. Three (default) folders are created automatically:

INBOX Drafts - messages being created/edited for sending later are stored.

INBOX Sent - copies of sent email messages are stored.

INBOX Trash - deleted email messages are stored.

All default folders may be changed by going to Options>Folders and choose another folder.

Note: Users are responsible for keeping the Trash folder cleaned out.

2. Create

Folders are created by :

- Typing the desired name into the text box.
- Then click the Create button.

A subfolder of a folder is created by choosing the function in the drop-down box with the list of folders.

Note: There are two types of folders. One contains messages, and one contains other folders. It is an option called "Let this folder contain subfolders." If this option is checked, the created folder will only be able to contain folders NOT messages.

3. Rename

Rename any folder displayed in the drop down list box to the left of the Rename button. This list may not include all the folders displayed in the left frame.

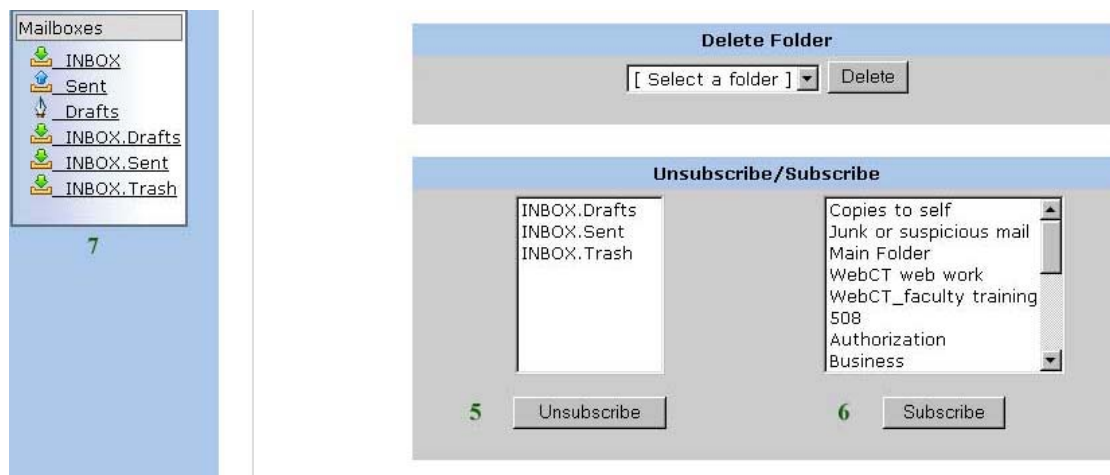
- Sent, trash, or INBOX folders cannot be renamed.

4. Delete

Delete any folder displayed in the drop down list box to the left of Delete button.

- This list may not include all the folders displayed.
- Special folders such as your sent, trash folder, and INBOX cannot be deleted.

Unsubscribe and Subscribe When Necessary.



5. Unsubscribe: “Unregisters” a folder with the mail server.

- Choose as many folders as from subscribe or unsubscribe boxes.
- Click the button under the box to make the action take effect. Notice that the folders move to the other box.

6. Subscribe: Registering a folder for viewing in folder listings.

- Subscribed folders are listed in the colored area to the Left Menu Frame. The left menu frame may be set to automatically refresh in the Options page. A large and bolded heading appears at the top of the left frame.
- Refresh the list (when changes are made to subscribed folders) by clicking on the refresh folder list.
- The first folder listed contains received mail.
- A number in parentheses “()” to the right of the first folder reflects the count of *unread* emails. The number varies from total number of emails displayed in the right frame.
- Folders or subfolders are placed under the main folder.

Note: These folder colors change with theme choices made in the options page.