Using Email Folders

This page shows how to create and use email folders for your @extinctionrebellion.uk account[1] via our 'Roundcube' Webmail interface. However, if you're accessing your emails via a third party app using IMAP (not POP3), then you'll be able to carry out these operations via that software also, and changes made there will automatically be copied into the Webmail account.

Why use folders?

Folders allow you to organise your mails. Our Webmail comes with some folders already created. These are:

- Inbox
- Drafts
- Sent
- Spam
- Deleted items
- Archived

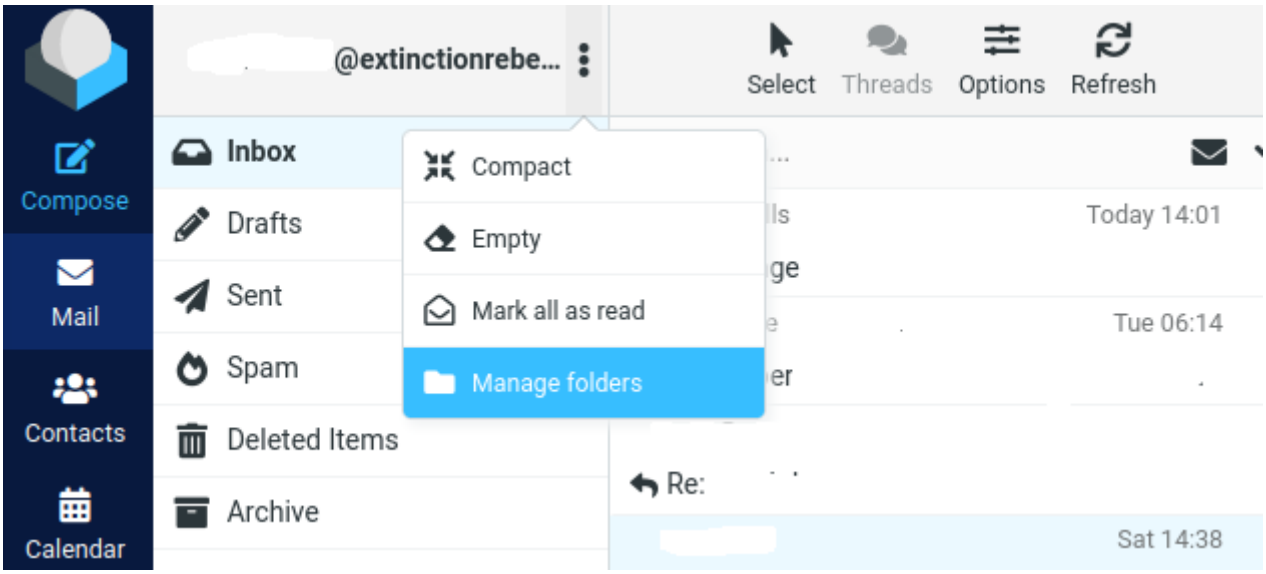
You may want to create extra folders for various reasons such as:

- to group together all mails that relate to a specific campaign/issue
- to group together mails being dealt with by specific activist
- to facilitate the sorting of incoming mail by using plus-addressing
- to facilitate the sorting of incoming mail by using filters

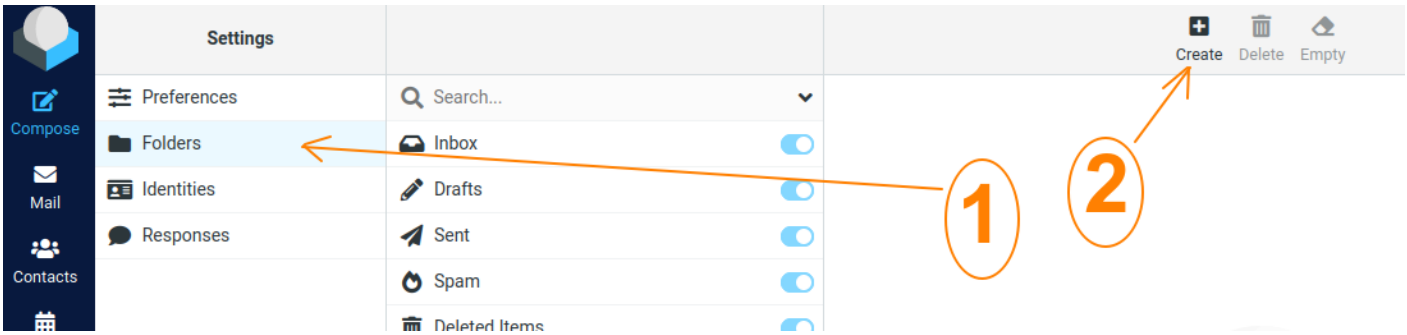
How to create Folders in Webmail

1. Firstly you'll need to log into Webmail.

2. From within Roundcube, click on the 3 dots next to your email name, and then on 'Manage Folders'.



3. With the 'Folders' tab selected (under 'Settings'), click on 'Create'.



4. Enter the folder name (Eg: Outreach) and click on 'Save'.

NOTES:

1. The information on this page also applies to older @rebellion.earth emails. Just read @rebellion.earth wherever @extinctionrebellion.uk is mentioned.

This page has been contributed by the Digital Discussions Applications Team.
