

# Using Email Folders

This page shows how to create and use email folders for your @extinctionrebellion.uk account<sup>1</sup> 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:

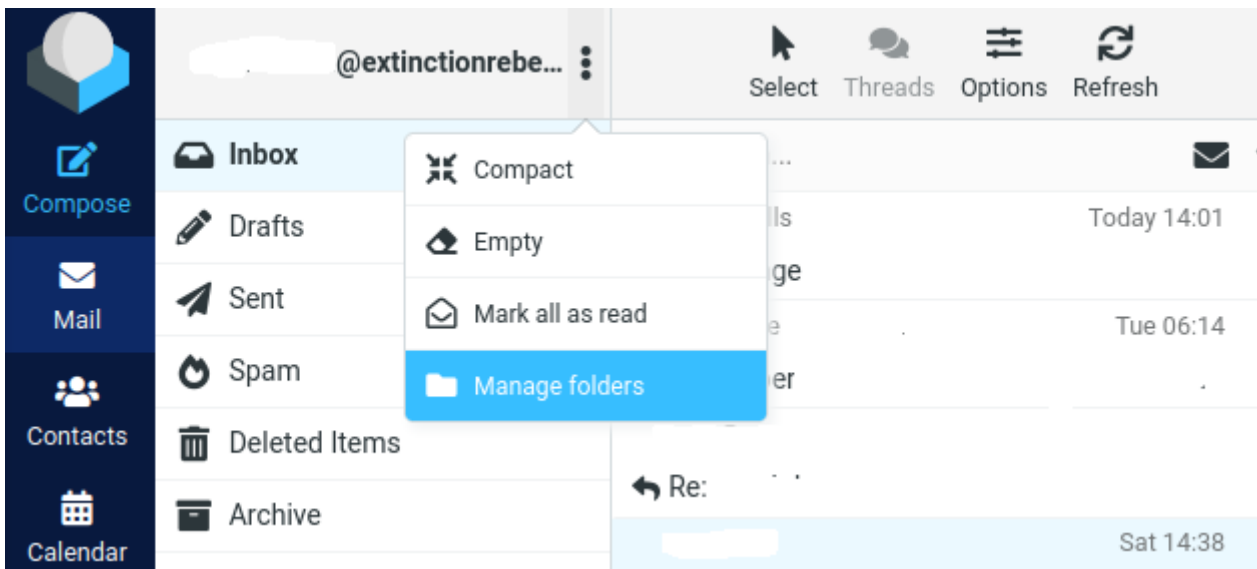
- Inbox
- Drafts
- Sent
- Spam
- Deleted items
- Archived

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

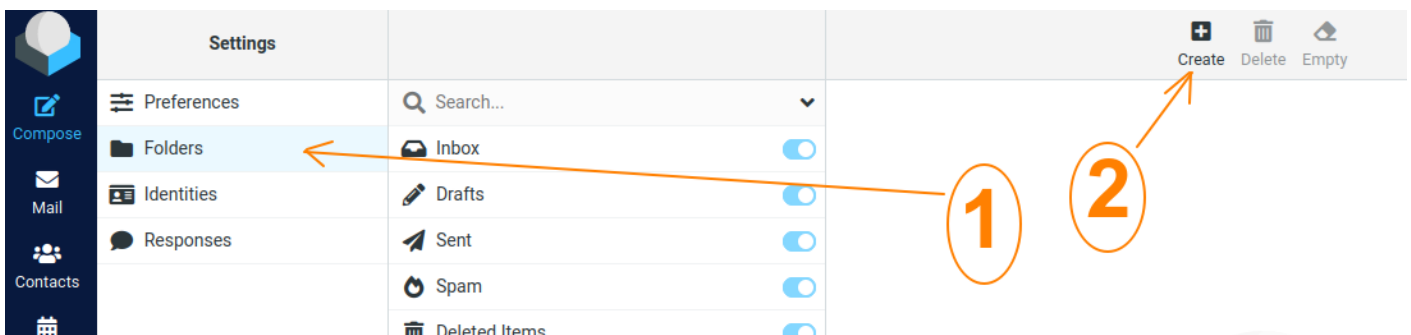
- to group together all mails that relate to a specific campaign/issue
- to group together mails being dealt with by specific activist
- to facilitate the sorting of incoming mail by [using plus-addressing](#)
- to facilitate the sorting of incoming mail by [using filters](#)

## 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.

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This page has been contributed by the [Digital Discussions Applications Team](#).

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