Creating folders in Webmail (Roundcube)

Email · https://kyzoe.be/en/docs/creating-folders-in-webmail-roundcube/

Creating folders in **Roundcube Webmail** helps you keep your e-mails neatly organised. In this guide, we explain step by step how to add new folders in the standard Kyzoe Hosting webmail.

Step-by-step instructions

- Log in to Webmail
- Open your browser and go to your webmail address. This is usually: **https://webmail.yourdomainname**
- Log in with your full e-mail address (e.g. info@testdomein.be) and your password.

Open the folder settings

- After logging in, click the **Settings icon** (⚙) at the top right.
- In the left-hand menu, click **Folders**.

3. Create a new folder

- At the bottom of the list, click the **“+” (Create)** icon.
- Enter the following details:
- **Folder name**: choose a clear name for your folder
- **Parent folder (optional)**: select this if you want to create a subfolder
- Then click **Save** or **Create** to confirm.

4. Check

- The new folder now appears in the folder list to the left of your inbox.
  You can easily **drag and drop** e-mails, or set up filters to move messages to this folder automatically.

Tips & troubleshooting

- Can't see the folder? Click the cog next to the folder list and choose **Manage folders** to check whether you are subscribed to the folder.
- Subfolders are handy for grouping e-mails by client or project.
- Folders are automatically synchronised with all e-mail programs that use IMAP (such as Outlook, Thunderbird and Apple Mail).