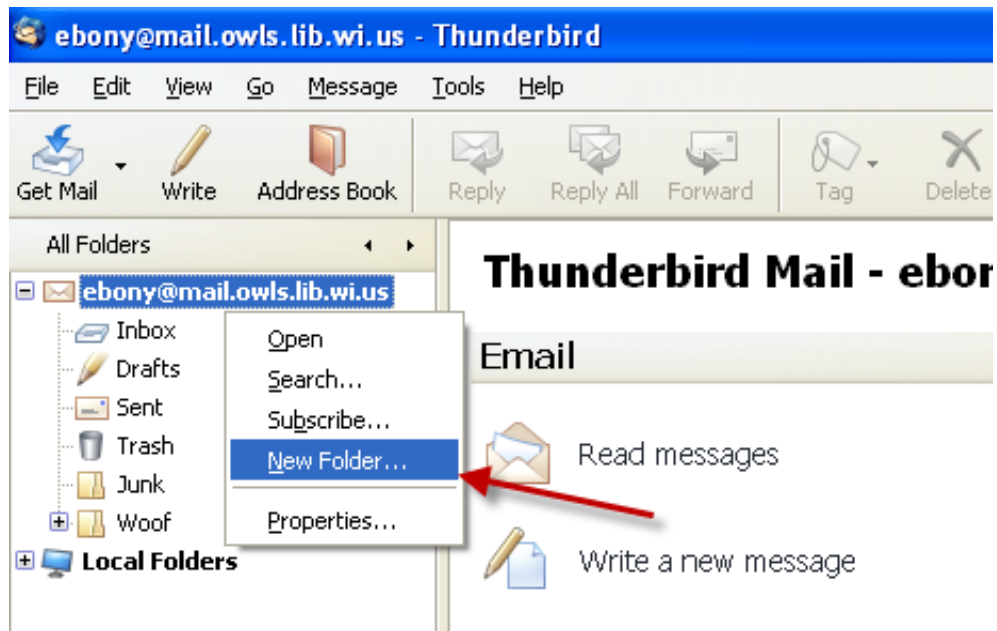


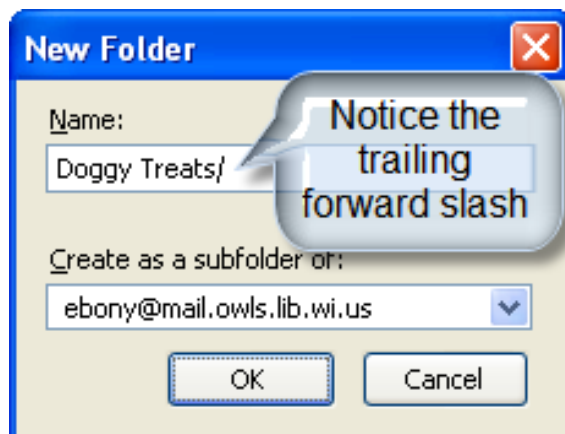
Making IMAP Subfolders

IMAP email storage subfolders allow you to organize your email messages that are stored on the OWLSnet email server. Using email subfolders is a great way to “take control” of your ever growing email messages.

1. First we have to make a subfolder container. Right click on your email address in Thunderbird.
2. Left click on “New Folder”.

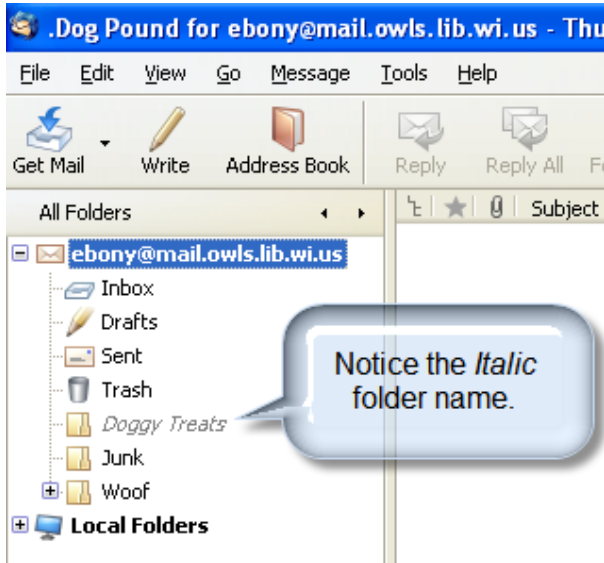


3. Type the Name of your new subfolder container followed by a “forward” slash.
4. Click “OK”.

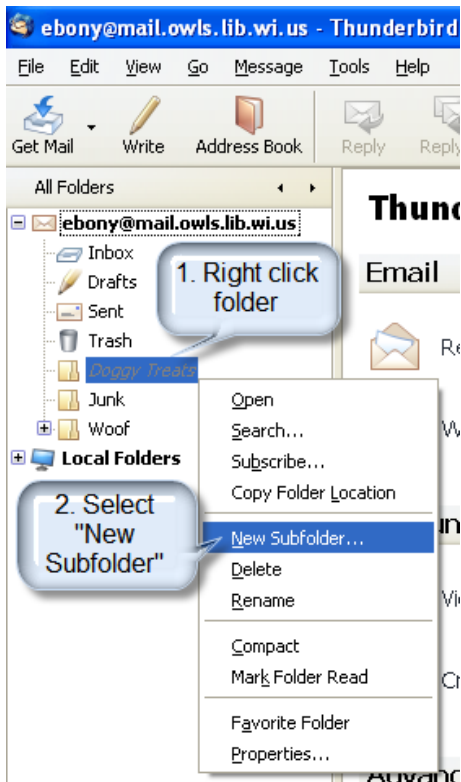


Making IMAP Subfolders – Continued

5. Your new IMAP email storage subfolder container is created using *italic* characters.

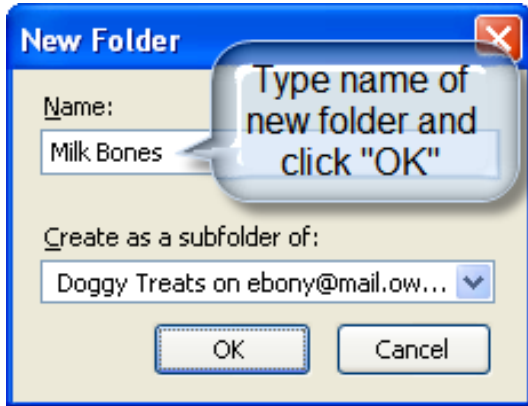


6. Now you can create your individual subfolders to organize your email.

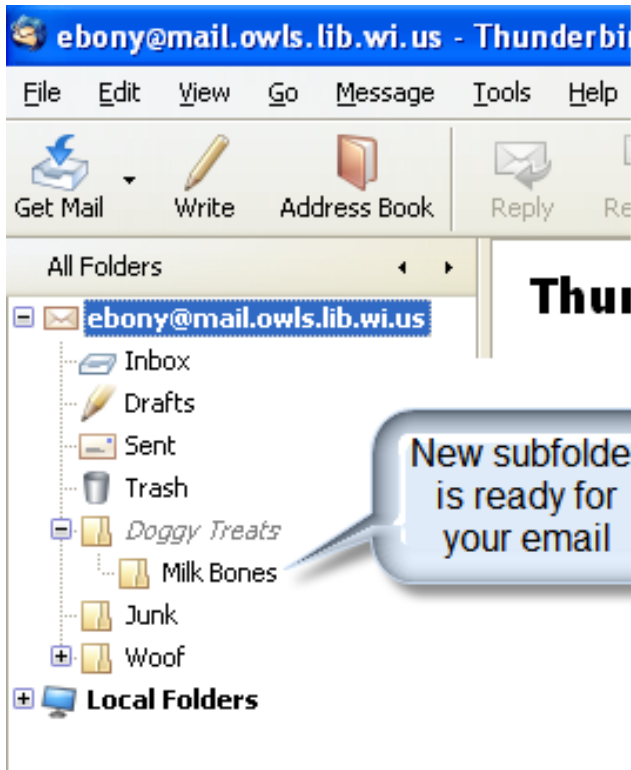


Making IMAP Subfolders – Continued

7. Create your new subfolder



8. The new email storage subfolder is ready to organize your email.



Making IMAP Subfolders – Continued

9. You can make as many subfolders as you need.

