

How to use the Folders page in Webmail (Advanced Mode)

Step 1

- To access the Webmail folders click on the **Folders** button on the left hand menu.

The screenshot shows the COGECO Webmail interface. The top navigation bar includes 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. The left sidebar contains the 'MAIL' menu with options like 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area displays a welcome message for 'username@cogeco.ca' and a message list table.

Status	Sel	Subject	Who	Date	Size
	<input type="checkbox"/>	Welcome to Cogeco...	Customer Service	11/18/2003 11:08:01 am	32913

Below the message list, there are buttons for 'Delete', 'Forward', 'Move to:', and 'Copy to:', along with a 'Drafts' dropdown menu. A 'Select all messages' checkbox is also present.

Step 2

- The Webmail folders window comes up. Here you can create or delete email folders and manage messages within them.

The screenshot shows the 'Folders' page in the COGECO Webmail interface. The left sidebar now highlights the 'Folders' menu item, which is expanded to show a list of folders: 'Inbox', 'Drafts', 'Saved', 'Sent', 'Trash', and 'Total'. The main content area displays a table with folder statistics and management options.

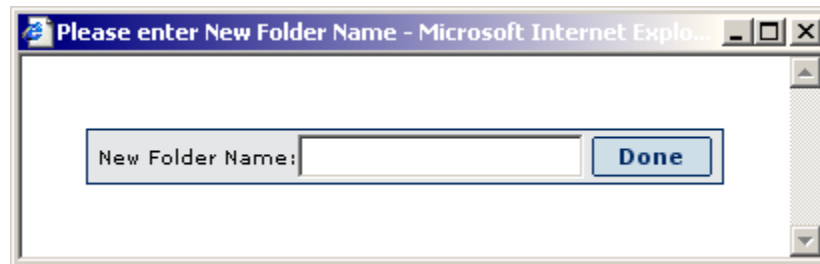
Name	Messages	Size (Kb)	Read	Draft	Reply	Sel
Inbox	1	32	1	0	0	
Drafts	0	0	0	0	0	
Saved	0	0	0	0	0	
Sent	0	0	0	0	0	
Trash	0	0	0	0	0	
Total	1	32	1	0	0	0

At the bottom of the folder list, there are buttons for 'Create New Folder', 'Delete', and 'Rename'.

Creating a New Email Folder in Webmail

Step 1

- In the folders window click on **Create New Folder**. A smaller pop up window will appear asking for the new folder name. Type in the new folder name and click on the **Done** button.



Step 2

- The new folder should be visible in the folders list. You can now save copies of your messages into the new folder.



The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo and the word "WEBMAIL". Below the navigation bar, there are several tabs: Mail, Addresses, Note, Help, and Logout. The main content area displays a message: "Folder has been created {MyFolder}:". Below this message is a table titled "Folders" with the following columns: Name, Messages, Size (Kb), Read, Draft, Reply, and Sel. The table lists several folders: Inbox, Drafts, MyFolder, Saved, Sent, and Trash. The "MyFolder" row is circled in red. At the bottom of the table, there are buttons for "Create New Folder", "Delete", and "Rename".

Name	Messages	Size (Kb)	Read	Draft	Reply	Sel
Inbox	1	32	1	0	0	
Drafts	0	0	0	0	0	
MyFolder	0	0	0	0	0	○
Saved	0	0	0	0	0	
Sent	0	0	0	0	0	
Trash	0	0	0	0	0	
Total	1	32	1	0	0	0

Deleting an Email Folder in Webmail

Step 1

- To delete an email folder, select it from the main list and click on the **Delete** button. Notice that in this case we can only pick one of the folders on the list. The other folders come default with webmail and may not be deleted.



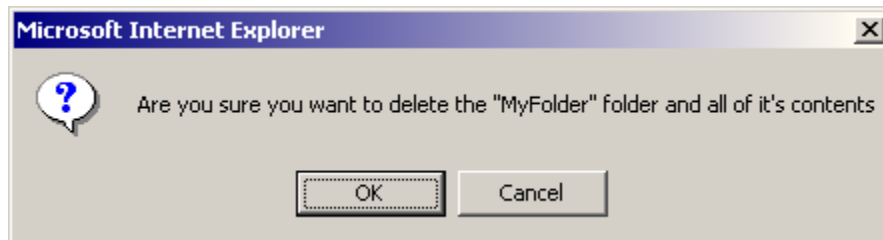
The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo and the word "WEBMAIL". Below the navigation bar, there are tabs for "Mail", "Addresses", "Note", "Help", and "Logout". The main content area displays a message: "Folder has been created {MyFolder}". Below this message is a table titled "Folders" with the following data:

Name	Messages	Size (Kb)	Read	Draft	Reply	Sel
Inbox	1	32	1	0	0	
Drafts	0	0	0	0	0	
MyFolder	0	0	0	0	0	<input type="checkbox"/>
Saved	0	0	0	0	0	
Sent	0	0	0	0	0	
Trash	0	0	0	0	0	
Total	1	32	1	0	0	0

Below the table, there are buttons for "Create New Folder", "Delete", and "Rename".

Step 2

- A confirmation window should appear. Click **OK** to continue.



Step 3

- The folder is now deleted.



The screenshot shows the COGECO WEBMAIL interface. At the top, there is a navigation bar with the COGECO logo on the left and "WEBMAIL" on the right. Below the logo, there are menu items: Mail, Addresses, Note, Help, and Logout. A message box in the center of the page states "Folder has been deleted {MyFolder}". Below this message is a table titled "Folders" with columns for Name, Messages, Size (Kb), Read, Draft, Reply, and Sel. The table lists folders: Inbox (1 message, 32 Kb), Drafts (0), Saved (0), Sent (0), Trash (0), and a Total row (1 message, 32 Kb). Below the table are buttons for "Create New Folder", "Delete", and "Rename".

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COGECO **WEBMAIL**

▼ Mail ▼ Addresses ▼ Note ▼ Help ▼ Logout

MAIL

Check Mail

Compose

Search Messages

Folders

> Inbox

> Drafts

> Saved

> Sent

> Trash

Options

Empty Trash

Folder has been deleted {MyFolder}

Folders

Name	Messages	Size (Kb)	Read	Draft	Reply	Sel
Inbox	1	32	1	0	0	
Drafts	0	0	0	0	0	
Saved	0	0	0	0	0	
Sent	0	0	0	0	0	
Trash	0	0	0	0	0	
Total	1	32	1	0	0	0

Create New Folder

Delete

Rename