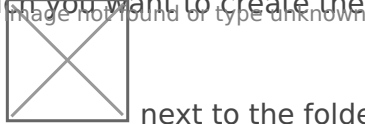


# Adding Email Folders

With email folders you can organize your emails, e.g. by separately saving emails for customers or projects. Learn how to create additional email folders below your primary email account.

## How to create a new email folder:

1. Select the folder in which you want to create the new sub-folder in the folder view.



2. Click the **Actions** icon next to the folder name. Click on **Add new folder**.

A window opens.

3. Enter a name. Click on **Add**.

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