How to setup Special Folders in SEI Webmail

- 1) Log into webmail.seidata.com
- 2) Click on Settings in the upper right hand corner.
- 3) Click on the Folders tab next to Preferences.

ommunications	Preferences	Folders	Identities	Responses	Filters	About
Folders	Q					
🖻 Inbox	\checkmark					

4) Under the Folder name, type Trash. Leave the Parent folder set to "---". Click Save.

Folders	٩	Folder properties
Inbox		Location Settings Folder name Trash Parent folder Cancel Save

Repeat this step adding Drafts, Sent, and Junk folders.

5) Once the folders are added, click on the "Preferences" tab and click on

"Special Folders" on the left column. 6) Set each folder to the corresponding folder name, such as, set Drafts to "Drafts".

communications	Preferences	Folders	Identities	Responses	Filters	About		
Section	Special Folders							
User Interface								
Mailbox View	Main Option	ns		1.35				
Displaying Messages	Show real names for special folders Drafts Sent Junk Trash			s 🔲				
Composing Messages				Drafts	-			
Address Book				Sent	•			
Special Folders				Junk	•			
Server Settings				Trash	•			
	Save							

7) Click Save.

Special folders are now set up.