

To create new email folder:

- Go to webmail URL (e.g. mail.domainname.com).
- Login with your username and password.
- Click icon "Mail" from the left.
- Click icon "Folders" from the top menu.
- In the page "Folder Navigator", click button drop down arrow which is beside "Choose Action:".
- Click option "Create", a pop out window will show, enter new folder name and click button "OK".
- And your new folder will be created.