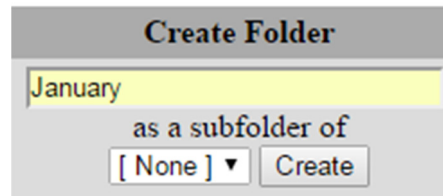


Managing folders and emails in Which.net webmail.

To create new folders, click on the Folders link at the top.



Choose a name for the new folder and then click on the Create button.



It should say Created folder successfully, click on the [refresh folder list](#) link which is displayed immediately underneath this.



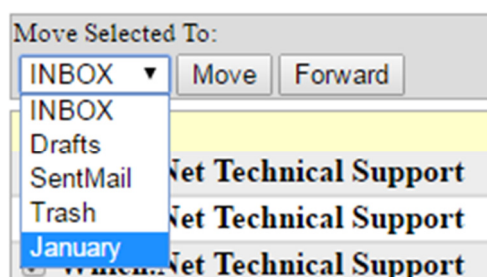
This will make the new folder appear on the left hand navigation area.



To move emails into the folders that you create, start by simply selecting the ones that you want to move, using the tick box beside them.

From	Date	Subject
<input checked="" type="checkbox"/> Which.Net Technical Support	10:26 am	Example email 3
<input type="checkbox"/> Which.Net Technical Support	10:25 am	Example email 2
<input checked="" type="checkbox"/> Which.Net Technical Support	Thu, 5:31 pm	Example email

Once you have selected the emails that you would like to move, select the folder that you would like to move them to from the drop-down and then click the Move button.



The emails will now have been moved the folder that you selected.