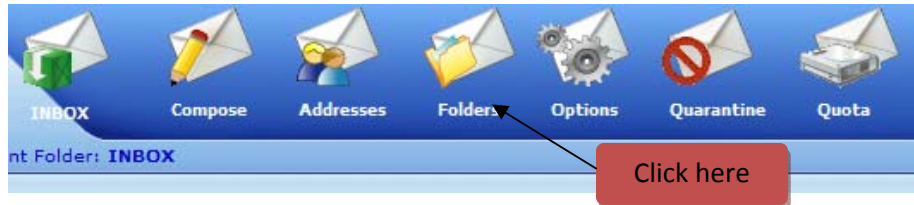


Subscribing to Email Folders in Webmail

If you use Webmail to access your email, you will have to subscribe to any email folders that were migrated from the old email server. To subscribe to your folders, do the following.

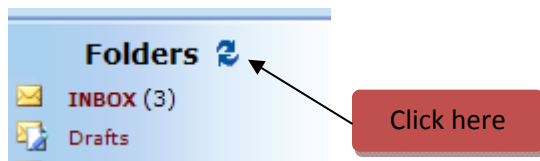
1. Wait until you see old email in your Inbox. This will let you know that your email folders have been moved to the new mail server.
2. In Webmail, click on “Folders” at the top of the main Webmail page.



3. After clicking on “Folders” you will see a variety of folder-related options. Look for the “Unsubscribe/Subscribe” section, toward the bottom of this page:



4. To subscribe to your folders, highlight them in the list on the right, and click “Subscribe”. They will immediately move to the list on the left, which shows the folders you are subscribed to.
5. After you have subscribed to your folders, you need to refresh your folders list in order to see the folders. To do that, click the refresh button just to the right of the word “Folders” in the left part of the Webmail page.



6. You should now see your email folders in Webmail.

Contact the Help Desk (helpdesk@wabash.edu, 765-361-6400) for assistance or for more information.