

How to Set Up Webmail Folders for Archived Email

Overview

You may need to perform certain steps in your webmail application in order to view folders that contain archived or Apache SpamAssassin™-filtered mail.

Configure Horde

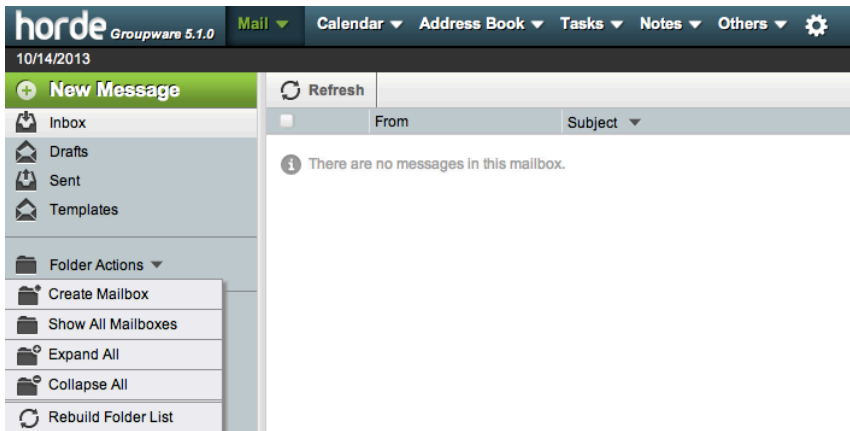
The Horde webmail interface automatically loads the archived and Apache SpamAssassin folders. To view any recently-added folders, click *Refresh*.

To refresh the mail folder list in the Horde interface, perform the following steps:

1. Navigate to the top of the Horde interface and click *Mail*.
2. Select *Folder Actions* from the left menu.
3. Click *Show All Mailboxes*.
4. Click *Rebuild Folder List*.
5. The left menu will refresh and all of the detected folders will appear.

Note:

If you still do not see the desired folder or folders, contact your system administrator.



The Horde interface

Configure Roundcube

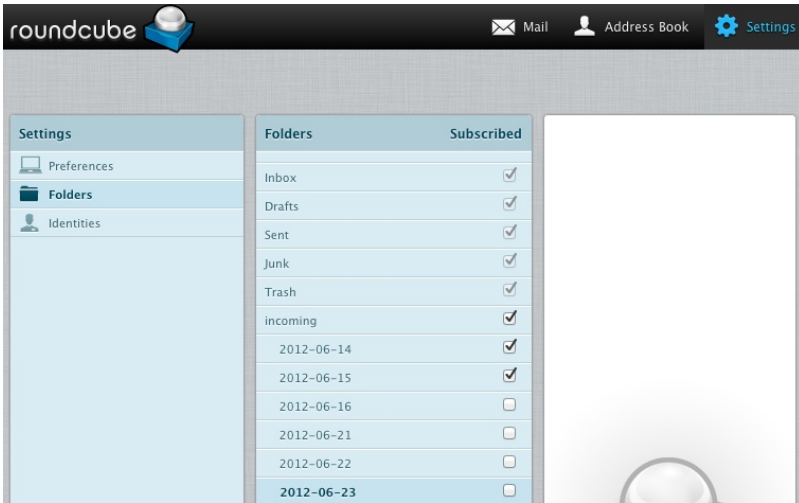
To subscribe or unsubscribe to folders in the Roundcube interface, perform the following steps:

1. In the top right corner of the Roundcube interface, click *Settings*.
2. Select *Folders* in the left menu.
3. A list of available folders will appear.
 - Select the checkboxes that correspond to the folders that you wish to view in the Roundcube interface.
 - Deselect the checkboxes that correspond to any folders that you no longer wish to view in the Roundcube interface.

Note:

You **must** perform these actions for each folder that you wish to view in Roundcube.

4. Click *Mail* in the top right corner to return to the *Inbox*.
5. The left menu will refresh, and all of the selected folders will appear.



The Roundcube interface

Configure SquirrelMail

To subscribe or unsubscribe to folders in the SquirrelMail interface, perform the following steps:

1. Navigate to the top of the SquirrelMail interface and click *Folders*. The *Folders* interface will appear.
2. Locate the list of available folders in the *Unsubscribe/Subscribe* section.
3. To subscribe to folders, select the names of the folders that you wish to view from the right menu and click *Subscribe*.

Note:

You **must** perform these actions for each folder that you wish to view in Squirrelmail.

4. To unsubscribe from folders, select the checkboxes that correspond to the names of the folders that you no longer wish to view from the left menu and click *Unsubscribe*.
5. Click *Check Mail* in the top left corner of the SquirrelMail interface to refresh the list of folders.



The SquirrelMail interface

Additional documentation

Suggested documentation For cPanel users For WHM users For developers

- [How to Set Up Webmail Folders for Archived Email](#)
- [How to Customize SquirrelMail](#)

- [How to Customize Roundcube Webmail](#)
- [How to Rebuild the Roundcube Database](#)
- [Guide to Horde Data Behavior](#)

[Mail FAQ](#) — Frequently asked questions about email on cPanel & WHM servers.

[How to Set Up Webmail Folders for Archived Email](#) — Compare the three cPanel webmail applications to choose the application that best fits your needs.

- [Which Webmail Application Should I Choose](#)
- [Webmail](#)
- [How to Log in to Your Server or Account](#)
- [How to Set Up a cPanel, WHM, or Webmail Account for iOS and Android](#)
- [Problems When You Log Out Of An Account](#)

- [How to Set Up Webmail Folders for Archived Email](#)
- [How to Customize SquirrelMail](#)
- [How to Customize Roundcube Webmail](#)
- [How to Rebuild the Roundcube Database](#)
- [Guide to Horde Data Behavior](#)

Content by label

There is no content with the specified labels

