

How to Set Up Webmail Folders

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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*.

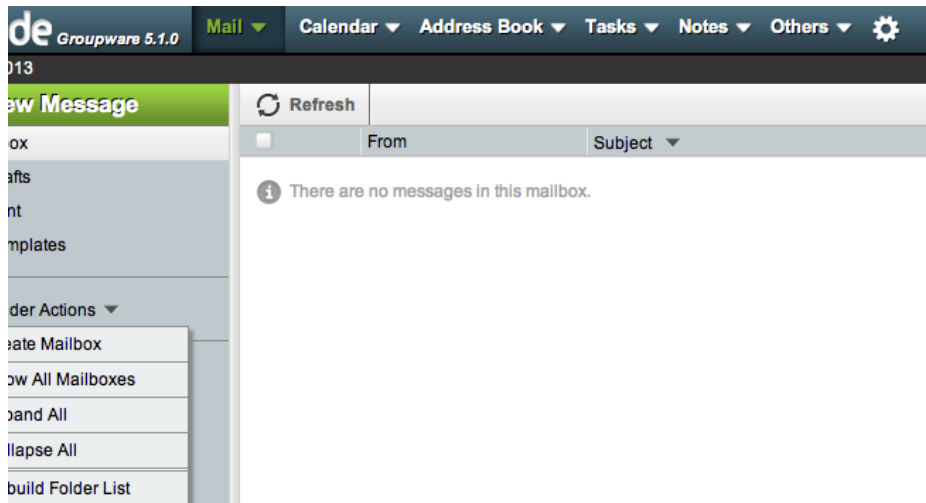
To refresh the mail folder list in the Horde interface, perform the following steps:

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. A list of available folders will appear.
3. Select or deselect the checkboxes that correspond to the folders that you wish to view or hide in the Roundcube interface.



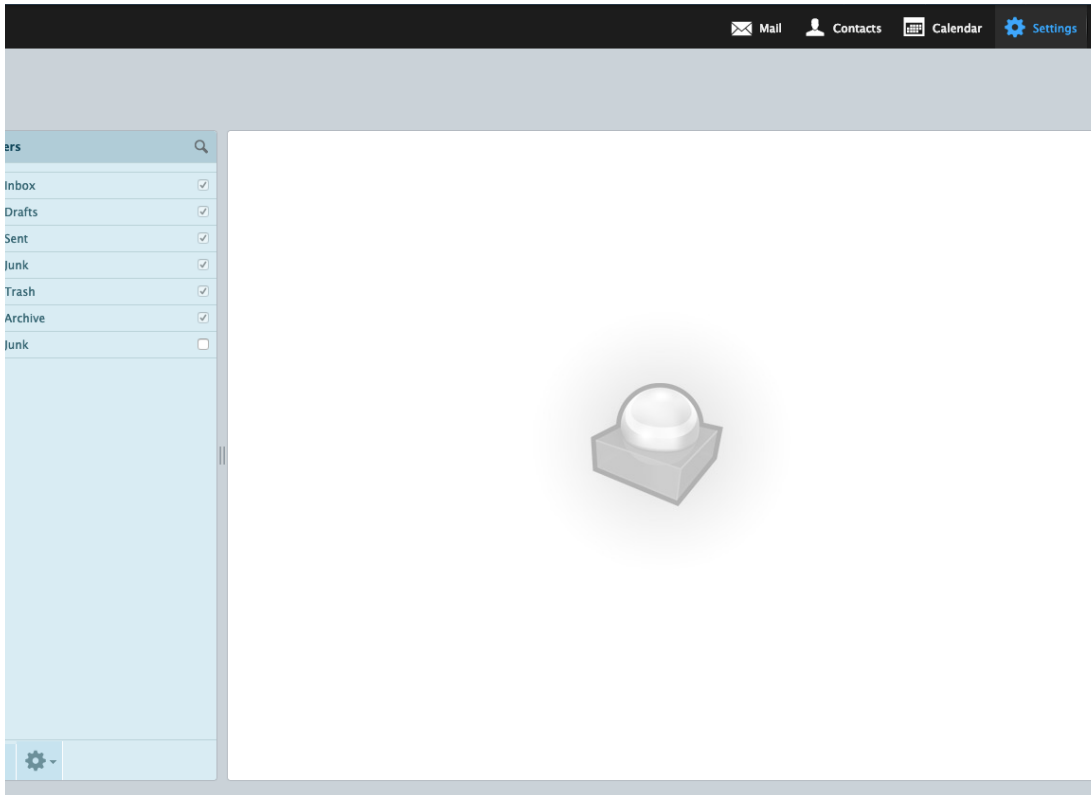
Note:

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*. The left menu will refresh, and all of the selected folders will appear.

**Note:**

- In cPanel & WHM version 78, the system sets up Roundcube's archiving plugin by default. This action allows the *Archive* folder and icons to appear on the interface by default.
- When you create a new email account, the Dovecot mail server creates a *Junk* mailbox by default. When you access that new email account via the Roundcube webmail application, Roundcube will create a separate, additional bulk *spam* mailbox. This behavior causes the Roundcube webmail interface to display a *Junk* mailbox **and** a *spam* mailbox. To unsubscribe from either of these folders, deselect the checkbox of the folder from which you wish to unsubscribe.



The Roundcube interface

Configure SquirrelMail

**Warning:**

We **deprecated** SquirrelMail and its functionality in cPanel & WHM version 76 and **removed** it in cPanel & WHM version 78.

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.

Deleted folder successfully.

Folders

Create Folder

as a subfolder of

[None] Create

Rename a Folder

[Select a folder] Rename

Delete Folder

[Select a folder] Delete

Unsubscribe/Subscribe

five
four
one
six
three
two

Junk

Subscribe

Unsubscribe

The SquirrelMail interface

Additional documentation

- [How to Set Up Webmail Folders](#)
- [Calendar and Contacts Server](#)
- [How to Customize SquirrelMail](#)
- [How to Customize Roundcube Webmail](#)
- [How to Rebuild the Roundcube Database](#)