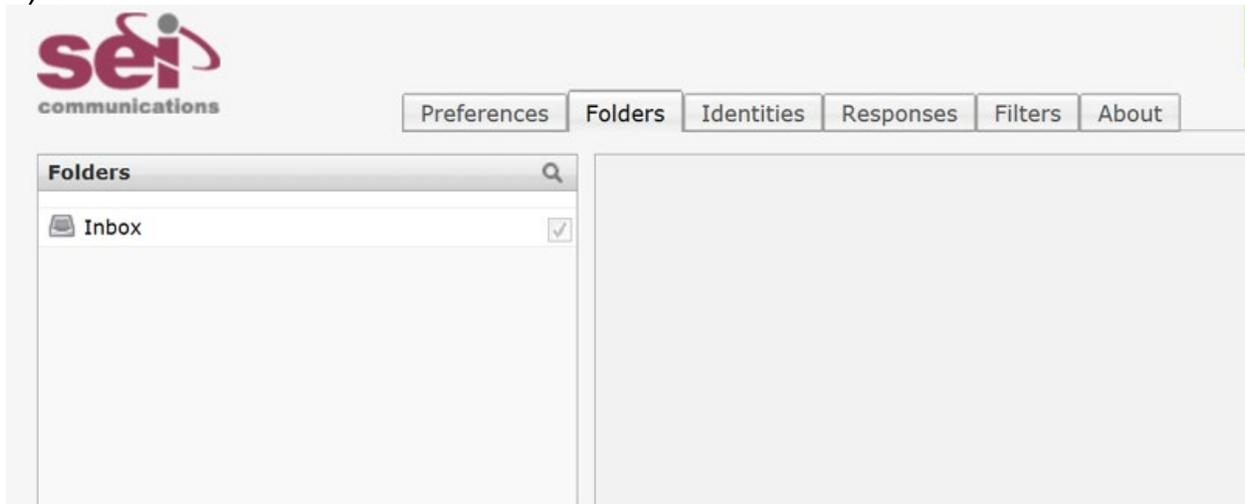
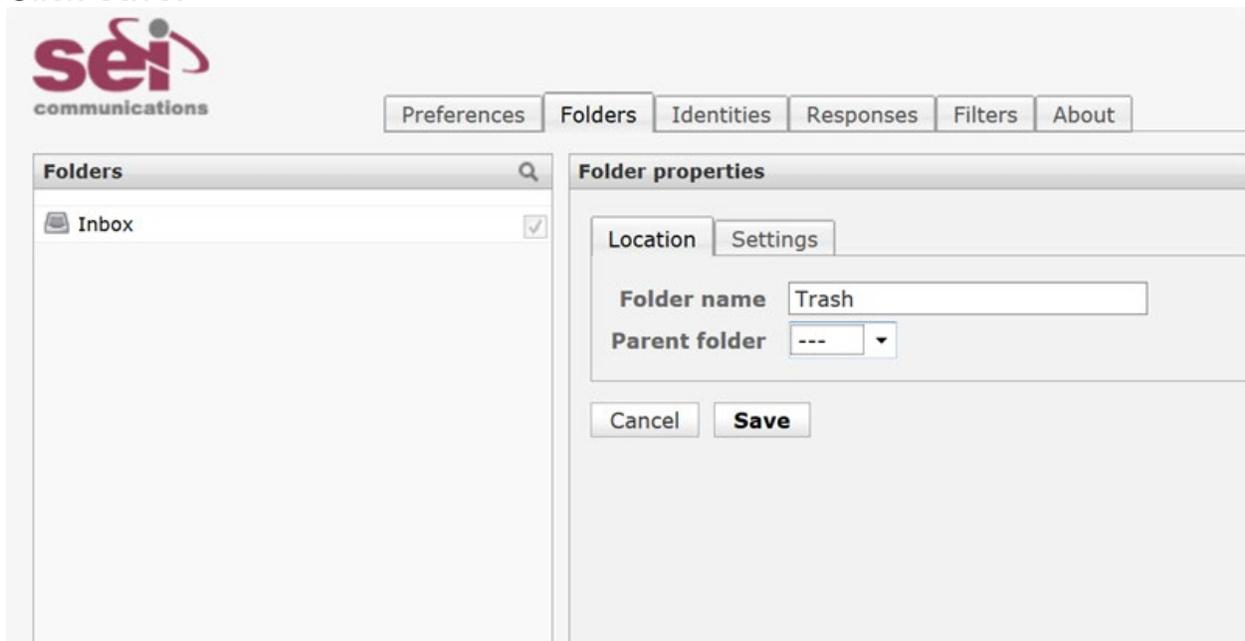


How to setup Special Folders in SEI Webmail

- 1) Log into webmail.seidata.com
- 2) Click on Settings in the upper right hand corner.
- 3) Click on the Folders tab next to Preferences.



- 4) Under the Folder name, type Trash. Leave the Parent folder set to "---". Click Save.

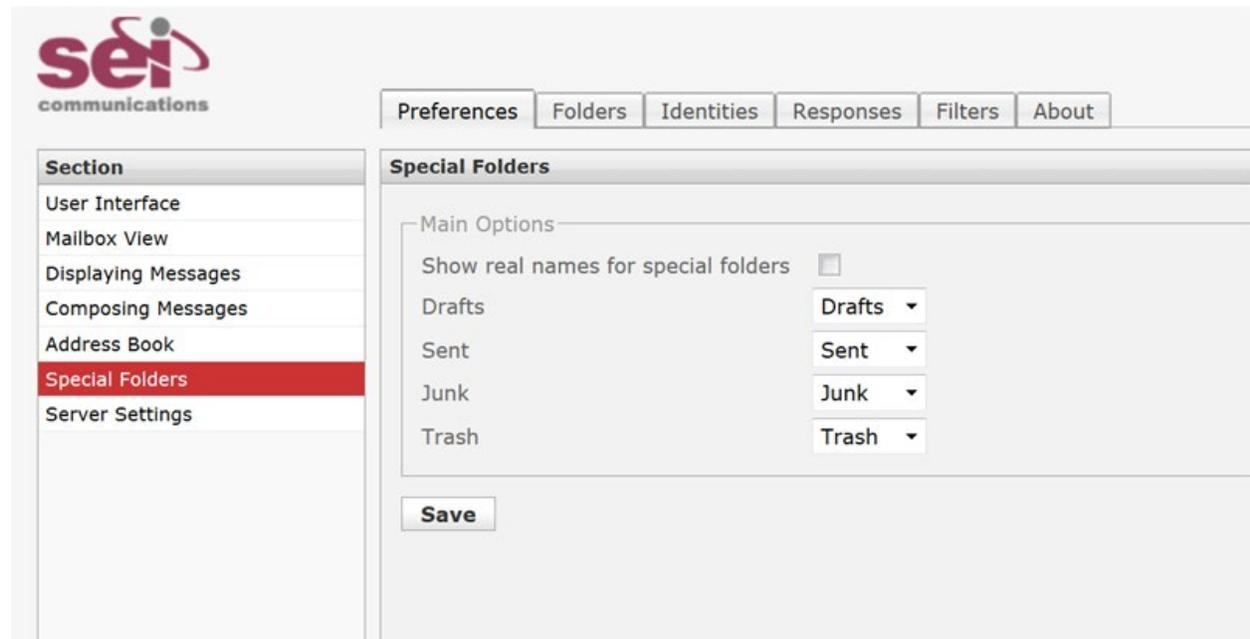


Repeat this step adding Drafts, Sent, and Junk folders.

- 5) Once the folders are added, click on the "Preferences" tab and click on

"Special Folders" on the left column.

6) Set each folder to the corresponding folder name, such as, set Drafts to "Drafts".



7) Click Save.

Special folders are now set up.