

BIS Help Guides

How to create folders in your school email account

Learn how to create folders using Webmail, so that they are available on all of your email clients (e.g. Mac, iPhone, iPad, etc.)

Written By: BIS Edtech Team

Roundcube Webmail :: Inbox

https://webmail.bis-school.com

Diigolet Tech integration Yahoo Tools Bing Tools Google Tools Photos & Graphics Website Health Legal documents

BIS Webmail

Mail Address Book **Settings** Logout

Filter: All

Folders	Subject	From	Date	Size
Inbox	• Your Scoop.it Daily Summary – Curate Your Favorite Co...	Scoop.it	Today 08:34	53 KB
Drafts	• For epic presentations, think like a soapbox racer	Haiku Deck	Fri 20:06	28 KB
Sent	• For epic presentations, think like a soapbox racer	Haiku Deck	Fri 20:06	28 KB
Junk	• This is a test email	fnevers	Fri 19:30	137 KB
Trash	• School is out, time to do some work!	Nevers, Frederic	Fri 19:26	7 KB
Deleted Messages	• Sec Teachers: All-Staff: Correction:	Julie Metzloff	Fri 17:00	4 KB
Mentor	• Sec Teachers: All-Staff: PS: Return dates: ADMIN staff	Julie Metzloff	Fri 15:12	4 KB
Notes	• Sec Teachers: All-Staff: Return dates for the next schoo...	Julie Metzloff	Fri 15:09	6 KB
Sent Messages	• Re: Troy's Laptop	Krenczewski, Marcel	Fri 15:05	20 KB
Students	• Troy's Laptop	Krenczewski, Marcel	Fri 14:59	9 KB
Student 1	• Sec Teachers: All-Staff: Leaving Staff Laptop Return	Krenczewski, Marcel	Fri 14:47	9 KB
Student 2	• Sec Teachers: Yearbook	Hannigan, Sara	Fri 14:20	22 KB
Technology	• licencing	Tia Martin	Fri 14:19	20 KB
10A	• Sec Teachers: All-Staff: Handy tips for setting up an aut...	Paul Dawes	Fri 14:18	318 KB
10C	• Re: [Technology in the IB Curriculum] Summer Update: ...	Projestus Mutalemwa	Fri 13:13	16 KB
8D	• Re:	Anna Stevens	Fri 12:59	103 KB
	• Re: 1:1 Laptop CIG – Slam Sessions	Anna Stevens	Fri 12:59	6 KB
	• Re: 1:1 Laptop CIG – Slam Sessions	Anna Stevens	Fri 12:59	6 KB
	• Re: Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	11 KB
	• Re: Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	13 KB
	• Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	4 KB
	• Re: Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	11 KB
	• Re: Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	13 KB
	• Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	4 KB
	• Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	5 KB
	• Re: Re: Sec Teachers: All-Teachers: Mac keyboard short...	Anna Stevens	Fri 12:58	6 KB
	• Re: 1:1 laptop slam sessions	Anna Stevens	Fri 12:58	5 KB
	• Re: Re: Sec Teachers: All-Teachers: Mac keyboard short...	Anna Stevens	Fri 12:58	6 KB

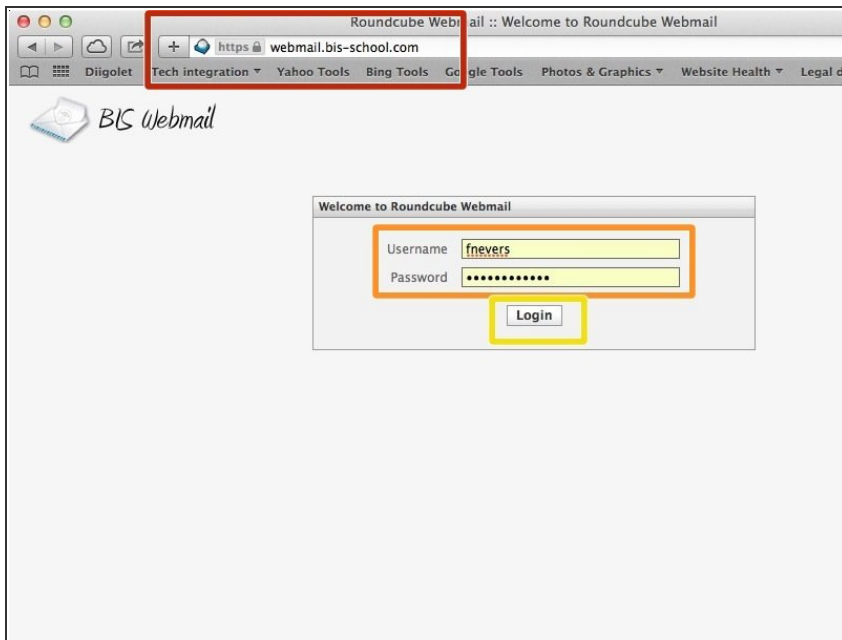
Select: ☐ ☐ ☐ ☐ ☐ Threads: ☐ ☐ ☐ Show preview pane: ☐

Messages 1 to 40 of 10872

INTRODUCTION

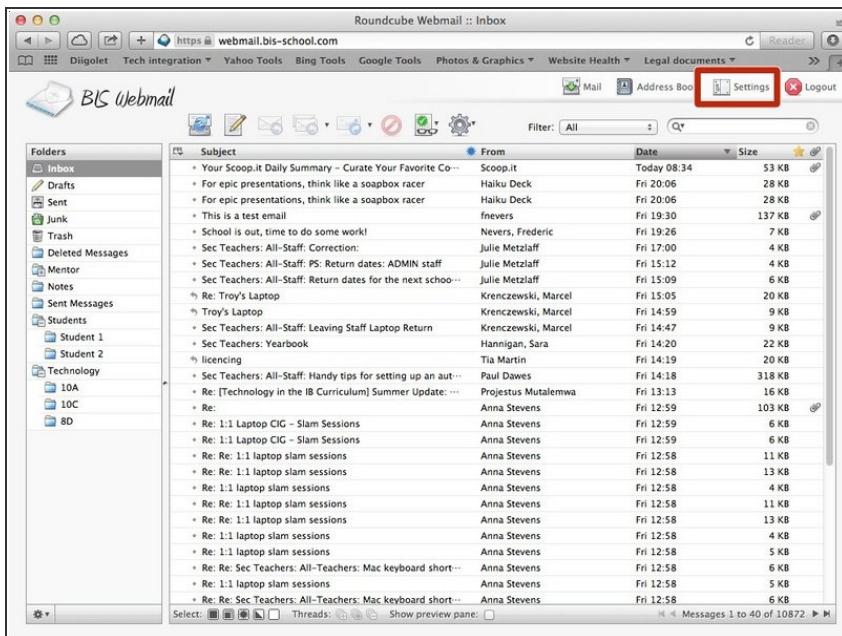
Learn how to create folders that will show on all of your devices. Unfortunately, the folders you create using your Mac laptop won't be showing on your other devices. Follow this guide to create folders that will be available on all of your devices.

Step 1 — Visit the Webmail page



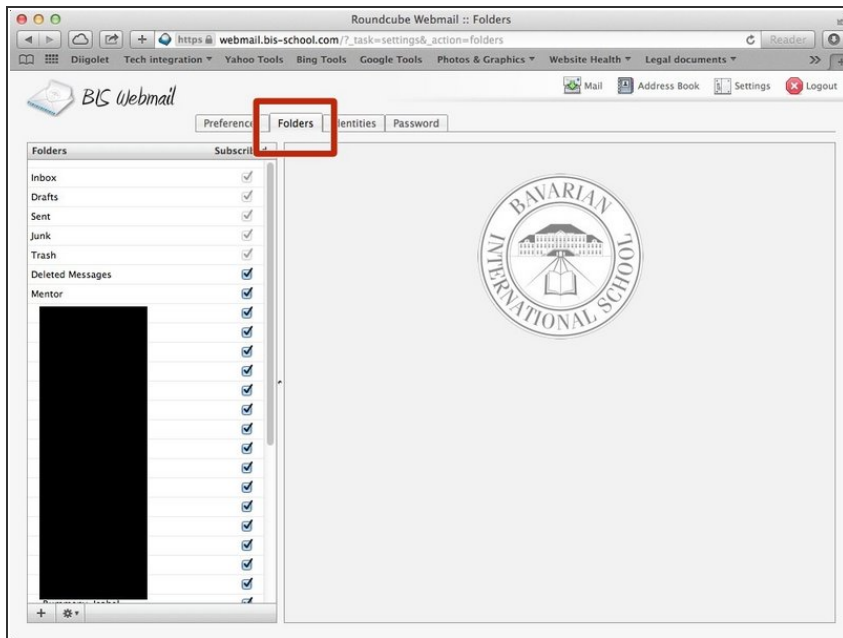
- Visit <http://webmail.bis-school.com>
- Type your username and password
- Click 'Login'

Step 2 — Visit the settings page



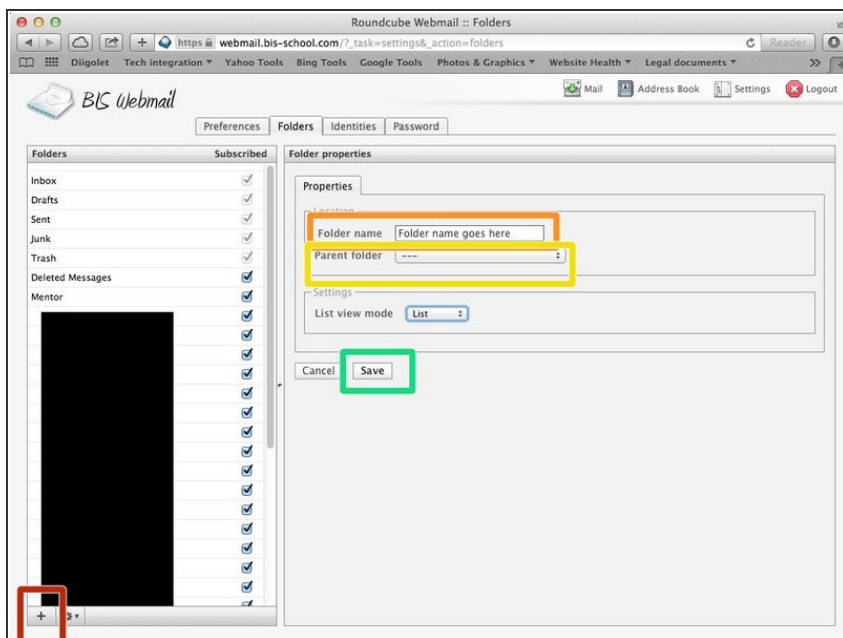
- Click on the 'Settings' button

Step 3 — Visit the 'Folders' section of the settings



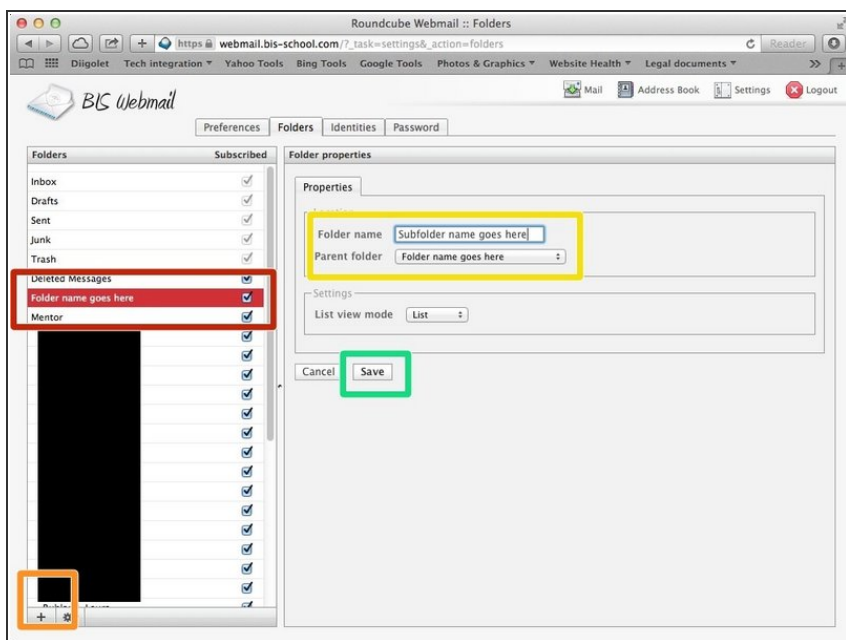
- Click on the 'Folders' tab

Step 4 — Create a folder



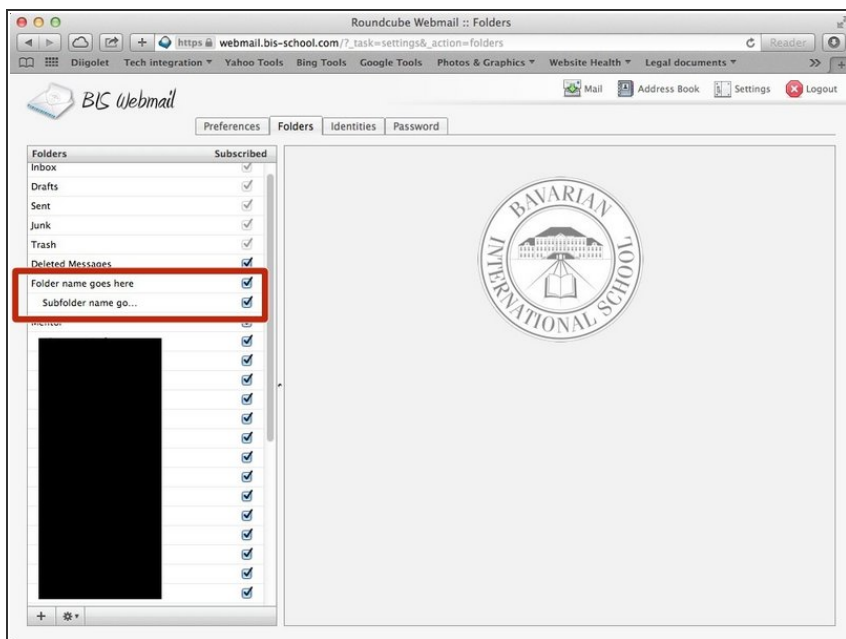
- Click on the '+' icon at the bottom left of the window
- In the 'Properties' panel, choose a name for your folder
- Make sure the 'Parent folder' is set to what you wish. In this example, there is no 'parent folder', which means the folder we have created is at the top level of your email account (alongside 'Junk', etc.)
- Click 'Save'

Step 5 — Optional - Create sub-folder(s)



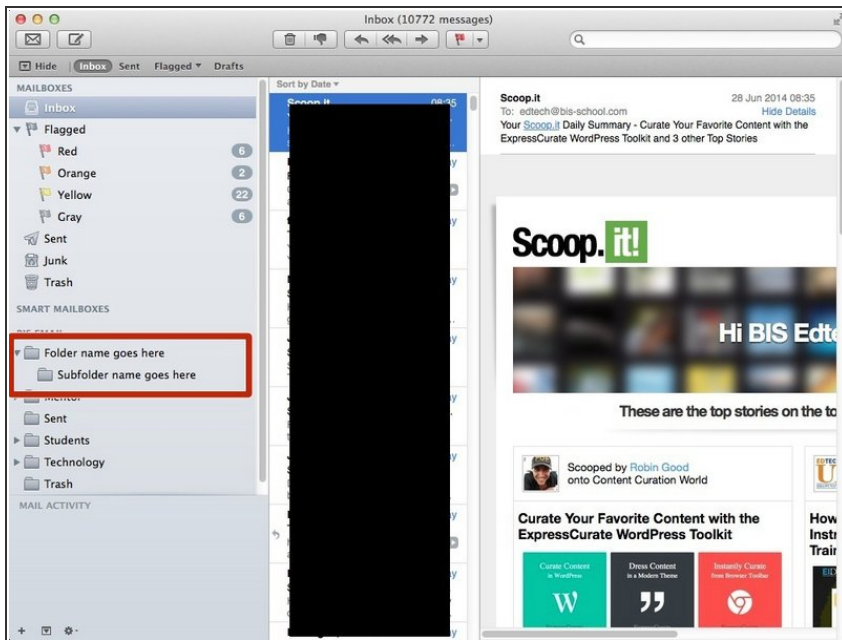
- If you select a folder on the left-hand side bar, it gets highlighted and will automatically serve as 'Parent folder' when creating a new folder
- Click on the '+' icon at the bottom left of the window to create a new folder
- In the 'Properties' panel, type the name of your sub-folder, and note how the 'Parent folder' has already been pre-selected for you. Check that it is indeed correct
- Click 'Save'

Step 6 — Check the folder(s) has(ve) been created



- The folder(s) should appear in the left-hand side bar. If they don't there is an issue. Please approach the IT Helpdesk or the Genius Bar

Step 7 — Restart your email client



- After you completely quit and restart your email client (e.g. Mail), the folder(s) you have just created will appear in the list of folders available to you