5.5 Organizing Your Mail

Use folders, flags, search, and the Archive folder to keep the Inbox manageable.

- Create a folder for mail that needs a permanent category.
- Move completed messages to Archive when a separate folder is unnecessary.
- Mark a message with a flag when it needs follow-up.
- Use search for sender, recipient, subject, or message text.
- Review Spam before emptying it, then move any legitimate message to the Inbox.

Folders are stored on the mail server and synchronize through IMAP. A local-only folder created by a particular desktop app does not appear in LightDrive webmail or on other devices.

Show or hide folders with no unread mail

Under **Folders**, **Only folders with unread mail** is a display option, not a parent folder or an email rule. Check it to hide custom folders that have no unread mail; uncheck it to show them again. Messages and folder locations do not change.

Organize incoming mail automatically

Open **Filters & blocked senders** in the sidebar to move, mark, star, or forward new messages using sender, recipient, domain, or subject conditions. You can also choose **Create a filter from this message** from the More menu for a received message. Create and manage email filters.

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