

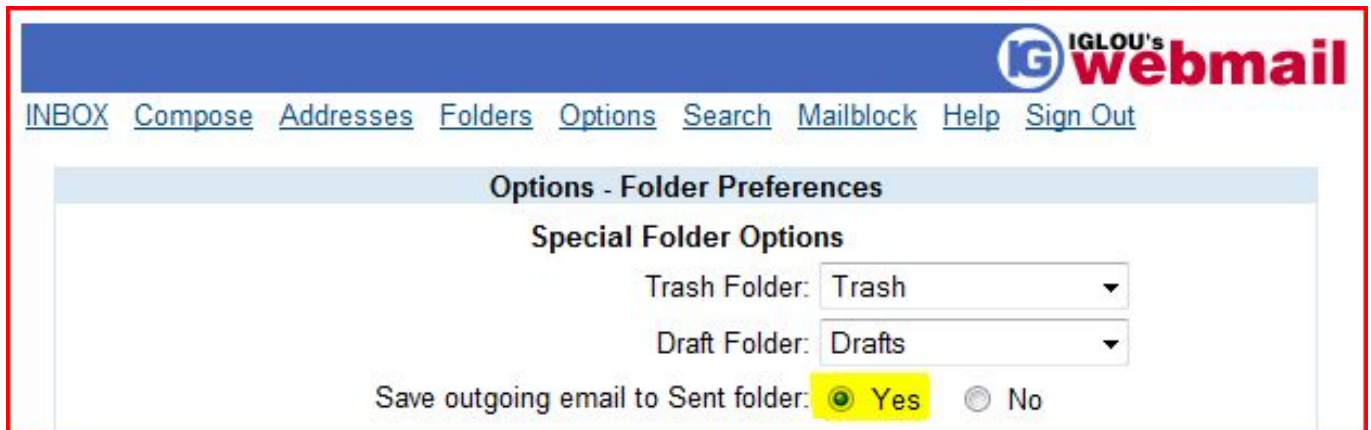
Webmail

How can I enable the Sent folder in Webmail?

IgLou [Webmail](#) does not automatically save outgoing mail to the Sent folder.

You can enable the saving of your outbound email to a special folder named "Sent", but be aware that this can quickly consume all of your available Webmail folder space if you frequently send email with attachments.

To enable the saving of mail to the Sent folder, click on the [Options](#) link at the top of the Webmail screen, and then click on [Folder Preferences](#). Under the option Save outgoing mail to Sent Folder, select Yes and then click [Submit](#):



The screenshot shows the IGLOU's Webmail interface. At the top, there is a navigation bar with links: INBOX, Compose, Addresses, Folders, Options, Search, Mailblock, Help, and Sign Out. Below this is a section titled "Options - Folder Preferences". Underneath, there is a "Special Folder Options" section. It contains two dropdown menus: "Trash Folder" set to "Trash" and "Draft Folder" set to "Drafts". At the bottom of this section, there is a radio button option "Save outgoing email to Sent folder:" with "Yes" selected and "No" unselected.

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