

## Subscribe\_to\_Mail\_Folders

Are you concerned that you may be missing email folders? Please follow the directions below to make sure you are "subscribed" to all of the folders in your email account.

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## Subscribe to Folders in Microsoft Outlook

- First, go to the **Tools** menu and select **IMAP Folders**. A window similar to that in *Figure 1* will appear



*Figure 1.*

- Uncheck the box "When displaying hierarchy in Outlook, show only subscribed folders." (See red square in *Figure 1*.)
- Click the **Query** button (Circled in red in *Figure 1*.)
- Click *once* on the top folder in the list. In *Figure 1* that folder is called **Deleted Items** - yours may be different.

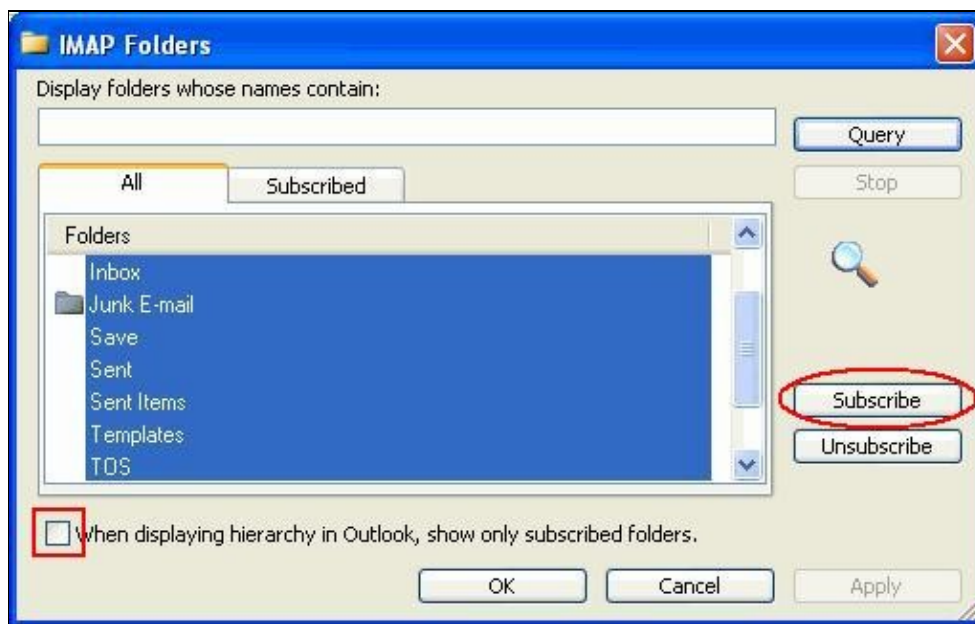


Figure 2.

- Next, use the scroll bar or scroll buttons to scroll down to the bottom of the list.
- Once you've reached the bottom, hold down the **SHIFT** key on your keyboard and click *once* on the last folder in the list.
  - ◆ This will select all of your folders
- Once again make sure the box for "When displaying hierarchy in Outlook, show only subscribed folders." (See red square in *Figure 2.*) **DOES NOT** have a checkmark or an X in it.
- Click on the **Subscribe** button (Circled in red in *Figure 2.*)
- Finally, click the **OK** button.

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**PLEASE NOTE:** If you had any Rules and Alerts defined, you may need to re-create them.

*Thanks to Robert Seifert @ the district office for the instructions!*

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## Subscribe to folders in Seamonkey OR Thunderbird

## Subscribe\_to\_Mail\_Folders

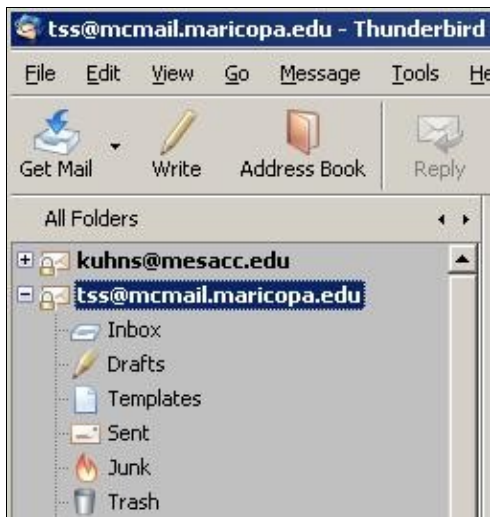


Figure 3.

- First, click once on the account that is missing folders. In *Figure 3*, you'll notice we've selected the account called **tss@mcmail.maricopa.edu**.

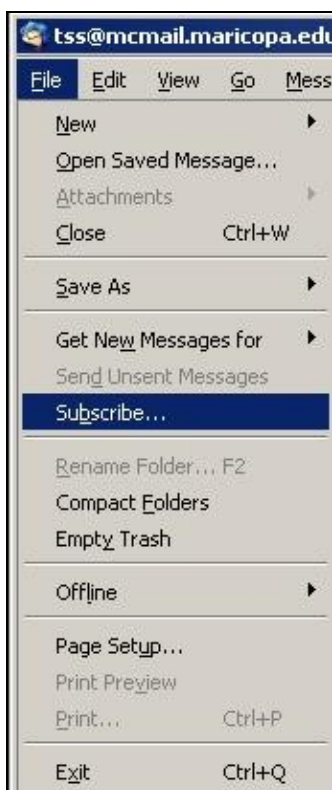
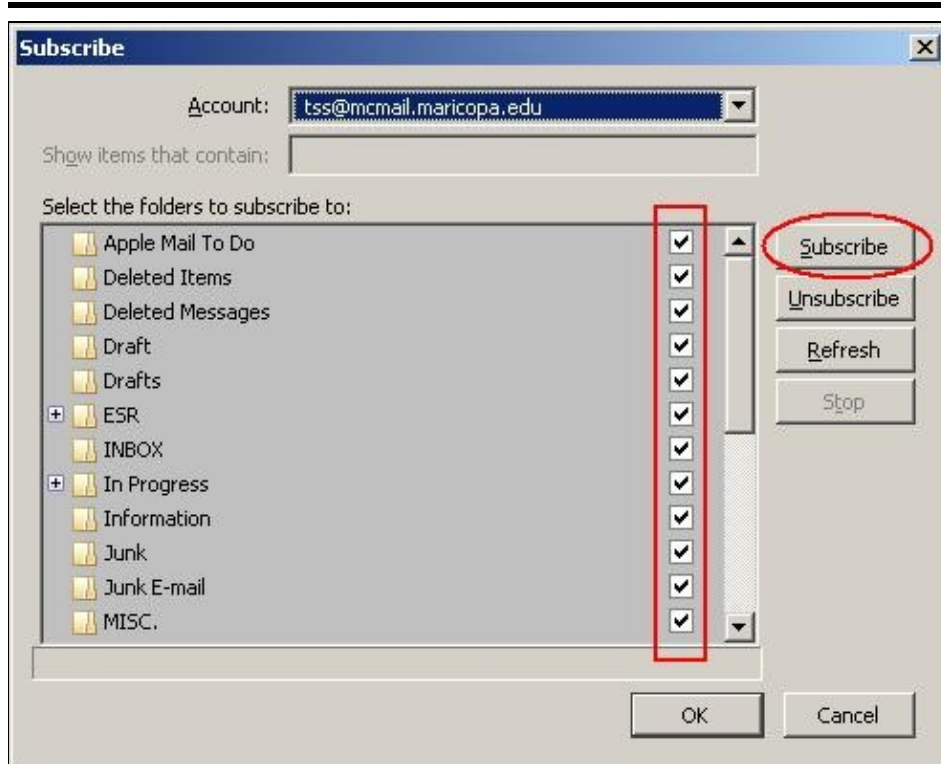


Figure 4.

## Subscribe\_to\_Mail\_Folders

- Next, go to the **File** menu and select **Subscribe**. (As in *Figure 4*.)
- You should now see a window similar to that displayed in *Figure 5*.



*Figure 5.*

- You will see a list of folders with a box to the right of each one (see the red rectangle in *Figure 5*.)
- Make sure there is a checkmark or an X in each box. You may need to scroll down to be sure to get all of your folders.
- After you have placed a checkmark or an X in each box, click the **Subscribe** button (circled in red in *Figure 5*.)
- Finally, click the **OK** button.
- Your missing folders should now be present.