

Steps to add / delete / modify Folders and Sub-folders in Web Mail

1. Login to your web mail.

Click the “Login” button after filling in your *User name* and *Password*.

Example:

(Student – 7d0a0000@stud.curtin.edu.my)

User name: 7d0a0000 ← Student ID

Password: 011288 ← Default passwords would be your date of birth in *DDMMYY* format.

(Staff – abc.xyz@curtin.edu.my)

User name: abc.xyz ← Window’s login ID

Password: 011288 ← Default passwords would be your date of birth in *DDMMYY* format.



CURTIN Student Web Mail

User name :

Password :

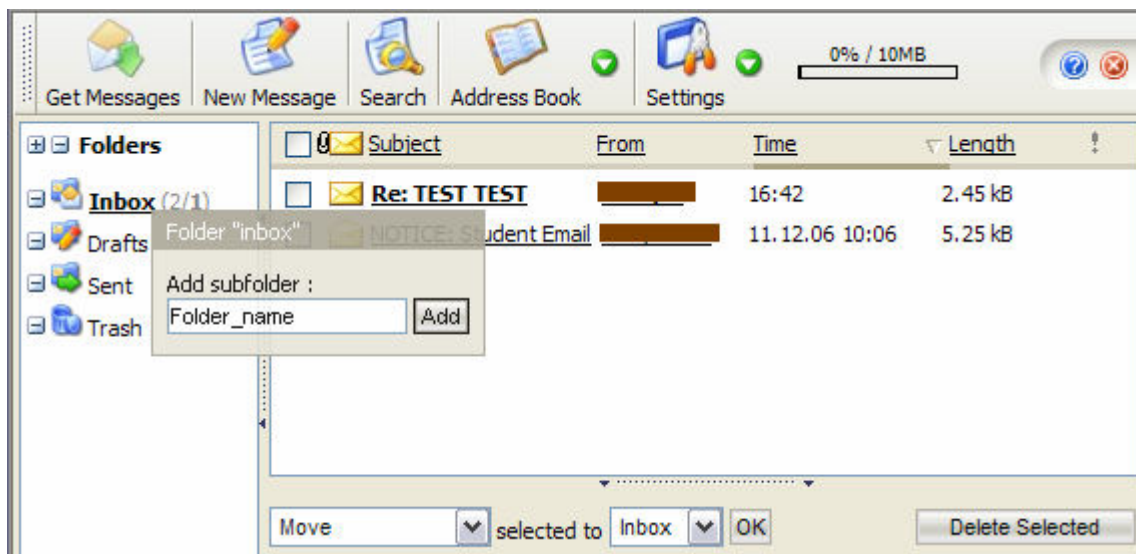
Login Encrypted login

[Click here for fast login](#)

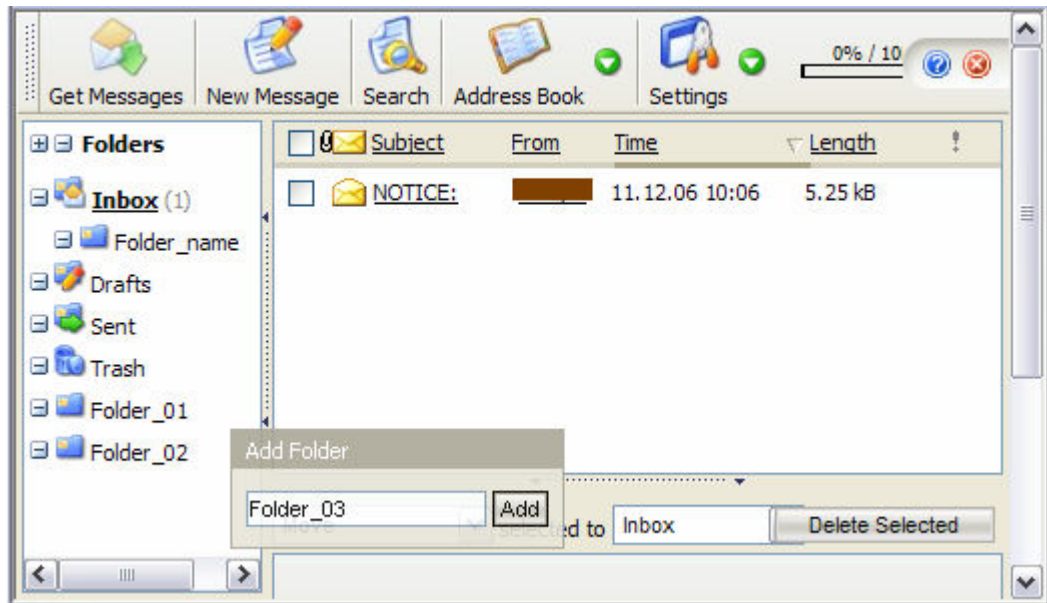
Powered by IceWarp Software Merak Email Server
Curtin University Of Technology, Sarawak Campus
Web Mail (Registered)

Curtin 
University of Technology
Sarawak Malaysia

2. (A) To *add* subfolder in your “Inbox”, do the following:
 - ❖ Place your cursor/mouse pointer over “Inbox”.
 - ❖ Right-click on it and the “Add subfolder” dialog box will appear.
 - ❖ Fill in the name of your new subfolder, and click the “Add” button to add the new subfolder.



- (B) To add folder outside “Inbox”, do the following:
- ❖ Place your cursor/mouse pointer over the white space on the left column.
 - ❖ Right-click on it and the “Add Folder” dialog box will appear.
 - ❖ Fill in the name of your new folder, and click the “Add” button to add the new folder.



3. To delete or modify folder/subfolder, do the following:
- ❖ Place your cursor/mouse pointer over the folder/subfolder to be deleted / modified.
 - ❖ Right-click on it and the “Modify”, “Add subfolder” and “Delete folder” dialog box will appear.
 - ❖ To delete, click the “Delete Folder” option.
 - ❖ To modify, change the name of your folder/subfolder and click the “Modify” button.
 - ❖ To add subfolder, use the “Add subfolder” option. [Refer to item 2 (A) & (B) above]

