

How to Add a Junk or Spam Folder to Your Mail Account on a Mobile Device

Instructions include how to add folders to your mail account on iPhone and Android devices

Contents

- iPhone page 2
- Android page 4



iPhone

1. Click on your mailbox icon



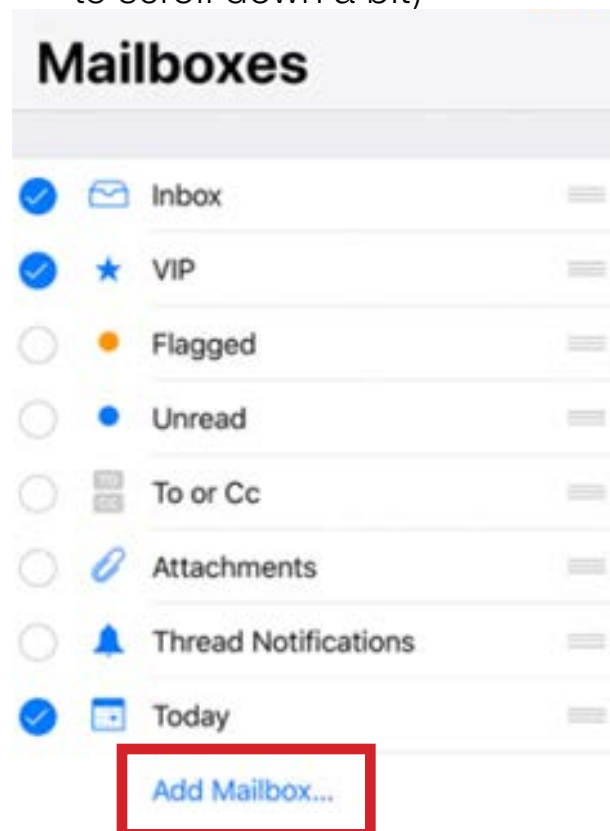
3. Click Edit (top right corner)



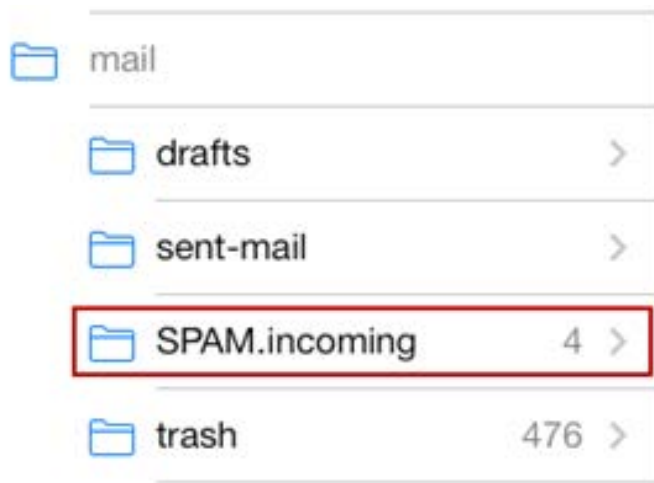
2. Click Mailboxes (top left corner)



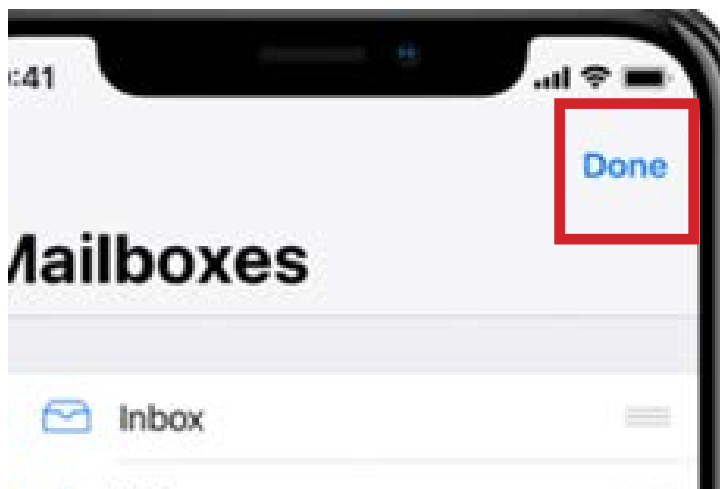
4. Click Add Mailbox (you might have to scroll down a bit)



5. Scroll down until you find the junk or spam folder. Click to add.

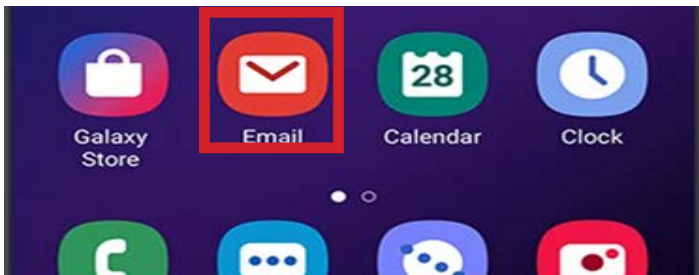


6. Click done!

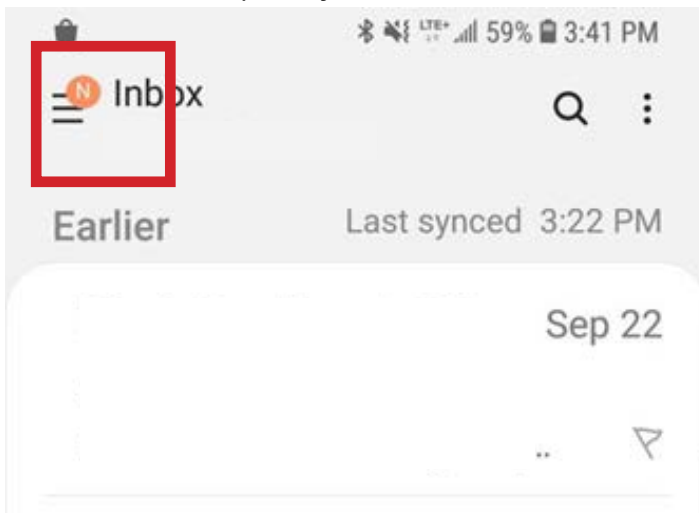


Android

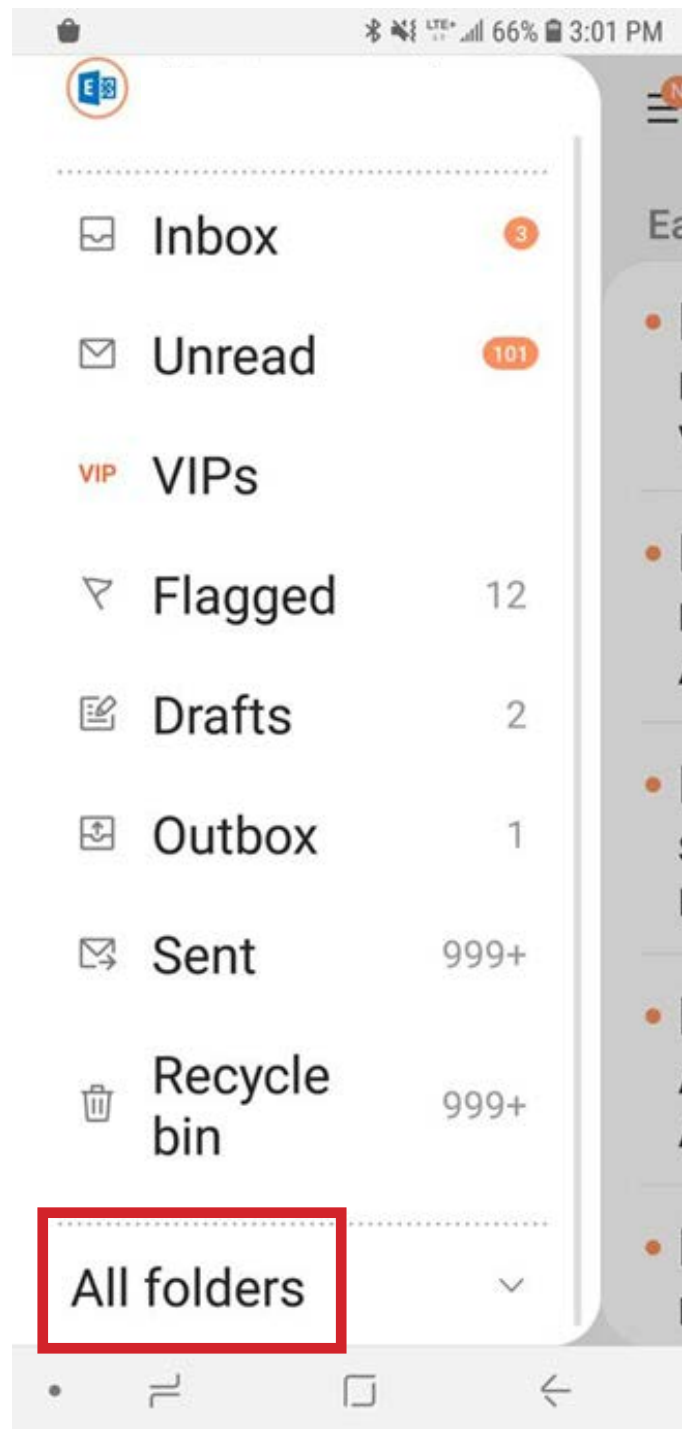
1. Open your mail account. Here we have shown the Samsung mail app, you may have another email app you use and installed; the instructions should be similar.



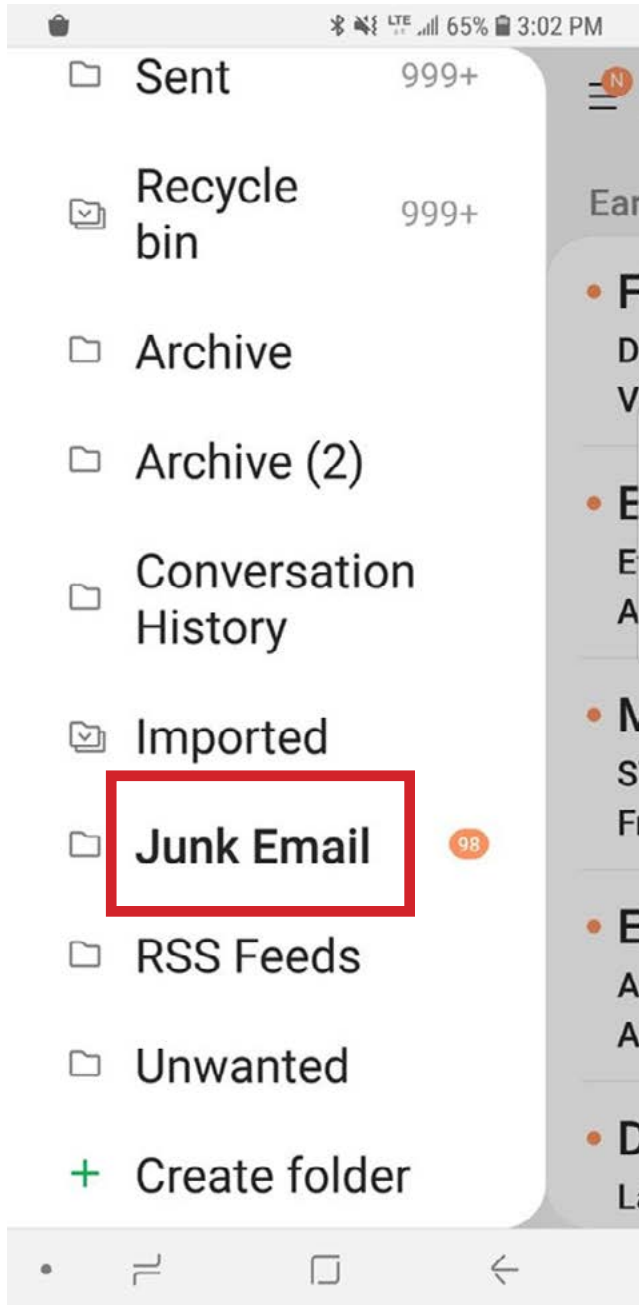
2. Click on the three lines to the left. This will open your folders.



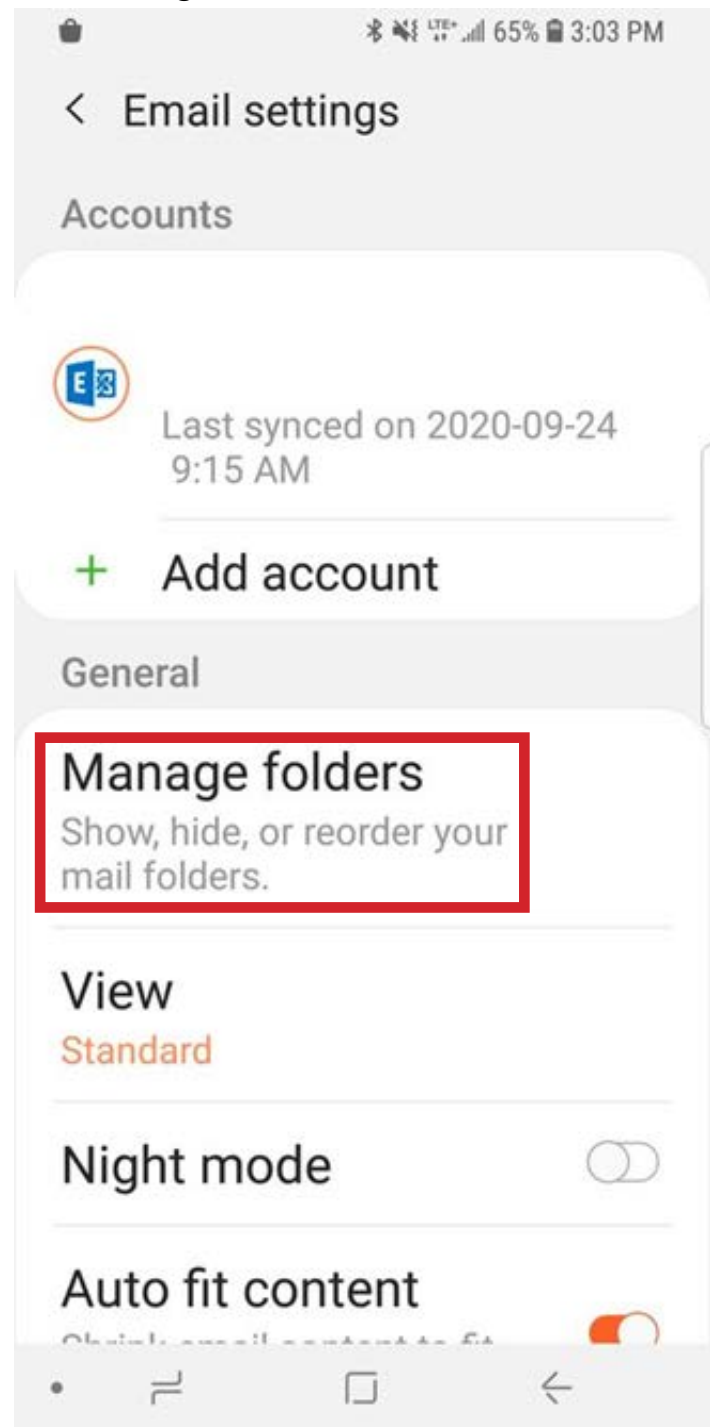
3. If you scroll down your folders, and don't see a junk folder, click on All Folders.



4. Keep scrolling until you find, Junk Email. You can then open the Junk folder from here.



5. If you do not have a Junk Folder listed, please click on your settings icon. Then click on Manage Folders.



6. It will list other folders you can add to view. Make sure there is a orange check mark to the ones you would like to add to All Folders. It will be best to check off both Spam and Junk Email.

