

How do Folders work in Beefree?

Last Modified on 03/16/2026 10:57 am EDT

Applies To: PoliteMail Desktop **PoliteMail Online** PMUA PoliteMail M365

Version: 5.0 5.1 5.2 **5.3+**

Folders in the PoliteMail Builder are different from folders in Beefree, and they are not compatible with each other.

- While folders in the PoliteMail Builder can store any content or Template components, folders in Beefree only store Images.
- Folders in Beefree cannot be renamed; you will need to move the contents from one folder to another folder with the different spelling.
- You can access and create folders by clicking on the 'Browse' button inside an Image content block. Folders will display with your available items, and you can create a new folder by clicking the Add Folder icon on the far right.
- You can create folders insider of other folders in Beefree.
- Folders in Beefree cannot be shared.

