

How do I create folders in my Outlook mailbox?

1. Right-click on your Mailbox
2. Select New Folder... from the pop-up menu



3. In the Name: space enter a name for the folder
4. In the Folder contains: space select Mail and Post Items
5. In the Select where to place this folder: click on Mailbox – [your name] if you want the
 - a. folder to appear alphabetically with your other folders
 - b. One of the other folders if you want it to appear as a sub-folder of that folder



6. Click OK