



Outlook - Create custom folders

Marcelle Gornitsky - 2018-07-12 - Email and Collaboration

Create folders to organize emails, move messages, and add folders to your Favorites folder for easy access.

Create a folder

1. Right-click **Inbox** and select **New Folder**.
2. Type a name for the folder and press Enter.

Create a subfolder

1. Right-click a folder and select **New Folder**.
2. Type a name for the folder and press Enter.

Move messages into a folder

1. Select an email message.
2. Drag and drop it into a folder.


Note: To move more than one email, select an email, hold down the Shift key and select other messages, and then click, drag, and drop them into a folder.

Add a folder to Favorites

- To add a folder to **Favorites**, right-click the folder, and then select **Show in Favorites**.

Note: You can also select the folder, and then drag and drop it in **Favorites**.

Always Move Messages

1. Select an email message.
2. Select **Home** > **Move**  > **Always Move Messages in This Conversation...**
3. In the **Always Move Conversation** box:
 - o Select a folder if one already exists and click **OK**.
 - o If a folder doesn't exist, select **New...** to create a new folder.
 - o In the **Create New Folder** box, enter a name for the new folder, and select **OK**.
4. Select **OK** to exit the **Always Move Conversation** box.

<https://support.office.com/en-us/article/video-organize-email-by-using-folders-0616c259-4bc1-4f35-807d-61eb59ac79c1?ui=en-US&rs=en-US&ad=US>