Outlook - Create custom folders

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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