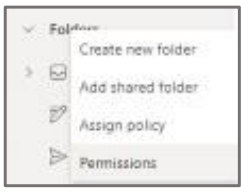
Folders in Outlook on the Web

Folders help to keep emails organized. There are default folders already set up (inbox, outbox, sent and drafts). Additional customized folders can be created and arranged as needed to simplify and prioritize content.

Creating a New Folder or Subfolder

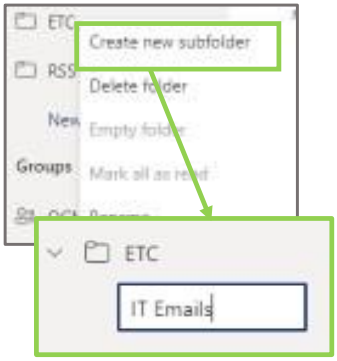
There are a couple of ways to create a new folder. You can right-click on the Inbox folder, and type in the name of your new folder.



You can also click on **New folder** which is at the bottom of your folders list.

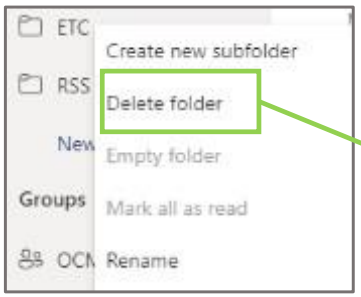


There may be times when content should be placed in a subfolder. To create a subfolder, right-click on the folder and click on **Create new subfolder.** Then type the name of the subfolder.

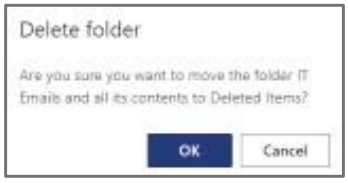


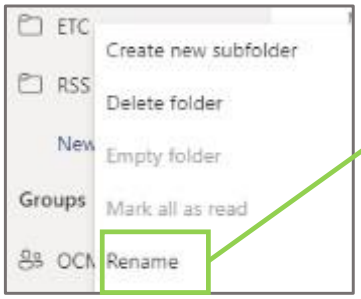
Note: *You can move folders and subfolders by dragging and dropping them in a new location, or by right-clicking on the folder, from the menu options select* ***Move****. A pop-up list of all folders will come up. Choose the folder you want to move the content into and click* ***Move****.*

Deleting and Renaming Folders



To delete a folder, right-click on the folder. Select **Delete folder** from the menu. Click **OK** to delete the folder and send all items to the Deleted Items folder.





To Rename a folder, right click on the folder and select Rename from the menu. Type in the new name for the folder.

