Creating Folders and Sub-Folders

Organizing your e-mail messages in the Inbox into subfolders has many benefits. The first benefit is it will assist you when it comes time to locate a particular e-mail message. You can create subfolders in Outlook that represent an activity, a person, or a category and move your e-mails into the subfolder. The second benefit is that it removes the e-mails from your Inbox which will make Outlook perform quicker both in the client mode and especially in the Outlook Web Access mode (OWA).

Creating Subfolders for E-mails Messages

1. Choose the Mail button on the Navigation bar.
2. From the Menu bar, choose File, New, Folder, to open the Create New Folder dialog box.
3. In the Name box, enter a name for the subfolder.
4. From the Folder contains: list, select a relevant Outlook item. For e-mail messages select Mail and Post Items.
5. From the Select where to place the folder: list, select the Mail item you want to store the subfolder in. If you want the folder to display along with the other mail folders such as Drafts, Inbox, Outbox, etc., select Mailbox – [Your name].
6. Click OK.
Moving E-mail Messages into a Subfolder

After creating subfolders you can then move the e-mail items into the folders. You can do this using the drag n drop method moving the e-mail into a folder, or by right-clicking on an e-mail and selecting Move to Folder ... and selecting the folder to move the e-mail into or, you can open the email and select the Move to Folder option on the ribbon In the Actions group, then select the destination folder.