



Use folders

Create and use a folder

Note that you can create folders anywhere in the Navigation Pane, not just in the Inbox.

1. To create a folder in your Inbox, do either of the following:
Right-click **Inbox** and click **New Folder** on the shortcut menu.
Point to **New** on the **File** menu and click **Folder**.
2. In the **Name** box, type the name for the new folder. Verify that **Mail and Post Items** is selected in the **Folder contains** box, and that **Inbox** is selected in the **Select where to place the folder** box. Click **OK**.
3. To move a message into a folder, drag it to the folder or right-click it and click **Move to Folder**.

Favorite Folders pane

To add a folder to the Favorite Folders pane, drag a folder to the Favorite Folders pane of the Navigation Pane, or right-click a folder, and click Add to Favorite Folders.

To remove a folder from the Favorite Folders pane, in the Favorite Folders pane, right-click the folder and click Remove from Favorite Folders.

