Creating and Managing Folders in Microsoft Outlook 2010

- Make sure you are currently viewing the Home Tab (Arrow 1) of Microsoft Outlook 2010.
- Also, make sure that you are viewing your Mail items (Arrow 2).
- Right click your e-mail address located in the navigation pane on the left (See Arrow 3).
- Select New Folder from the context menu (See Arrow 4).
After the Create New Folder dialog box appears, type the name you wish the folder to have in the name box Arrow 5.

Select the location you wish to create the folder in (Arrow 6). Your e-mail (the root) is automatically selected because it is the location you right-clicked when you chose to create a new folder. You can change the location by clicking the expand triangles to the left of every entry and browsing for the desired location.

Click OK (See Arrow 7)
To move an e-mail to a folder, you have many options, three of which are demonstrated above.

☆ Option 1: Drag the e-mail from the message list and drop it in the folder in the navigation pane (See OPTION 1 on the left above)

☆ Option 2: With the e-mail selected, click the folder name in the Quick Steps group (Arrow A above)

☆ Option 3: With the e-mail selected, click the Move drop-down arrow (Arrow 1) and select the folder name from the drop-down list (Arrow 2)