

# FAU College of Medicine Support Center

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## 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>