

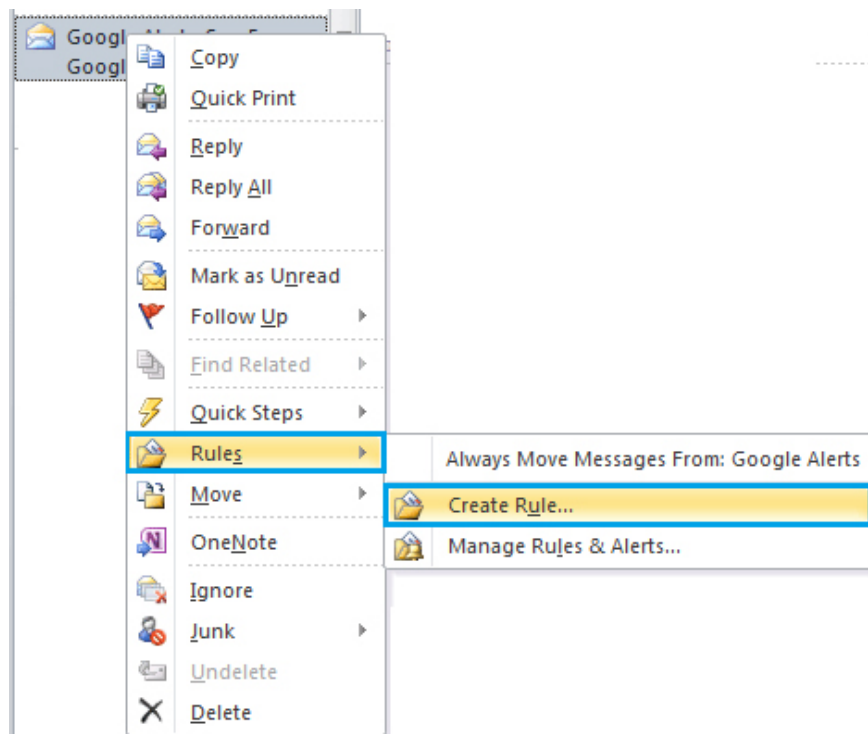
# How to create a folder in Outlook 2013 by creating a rule

By default, Outlook receives all incoming email and transfers it to the Inbox folder. Some people find it difficult to find messages in Inbox and want to set up to automatically transfer certain emails to another folder to make it easier to find. This article will show you how to create a rule in Outlook 2013 to automatically send email to a specific folder.

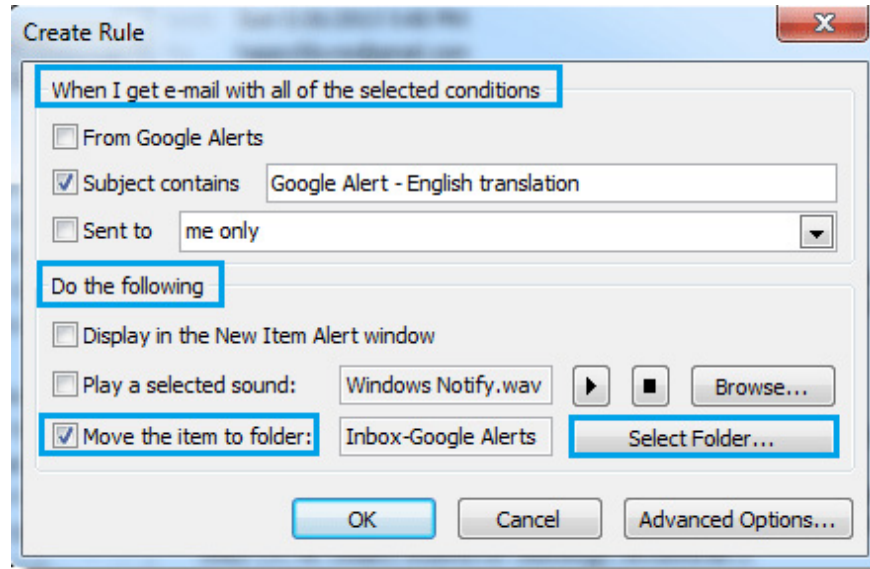
By default, Outlook receives all incoming email and transfers it to the Inbox folder. Some people find it difficult to find messages in Inbox and want to set up to automatically transfer certain emails to another folder to make it easier to find. This article will show you how to create a rule in Outlook 2013 to automatically send email to a specific folder.

## How to create a folder in Outlook 2013 by creating a rule

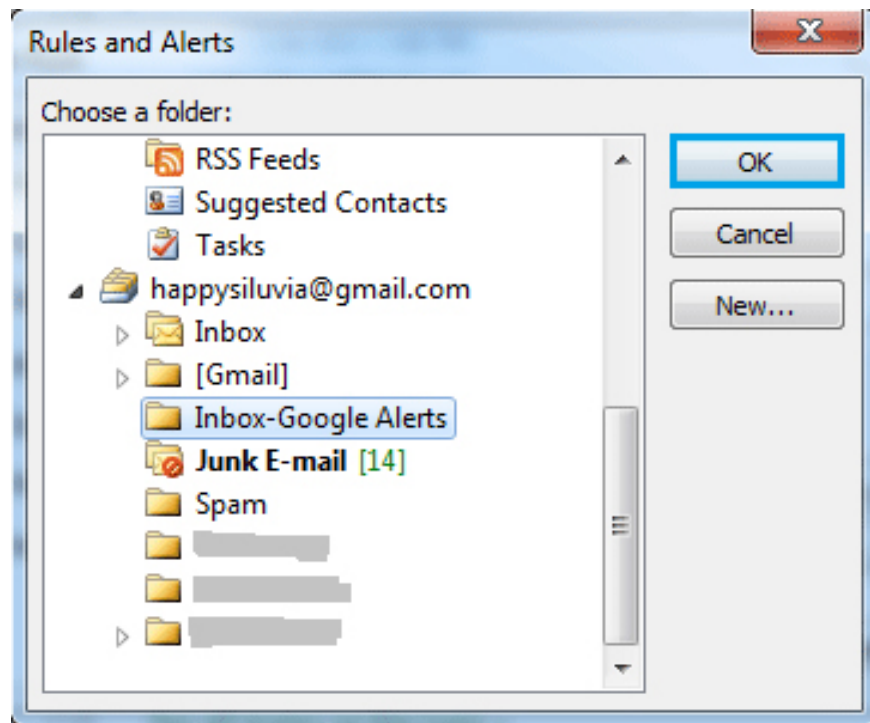
**Step 1:** Select an email you want to move to a specific folder, then right-click the email and select **Rules > Create Rule** .



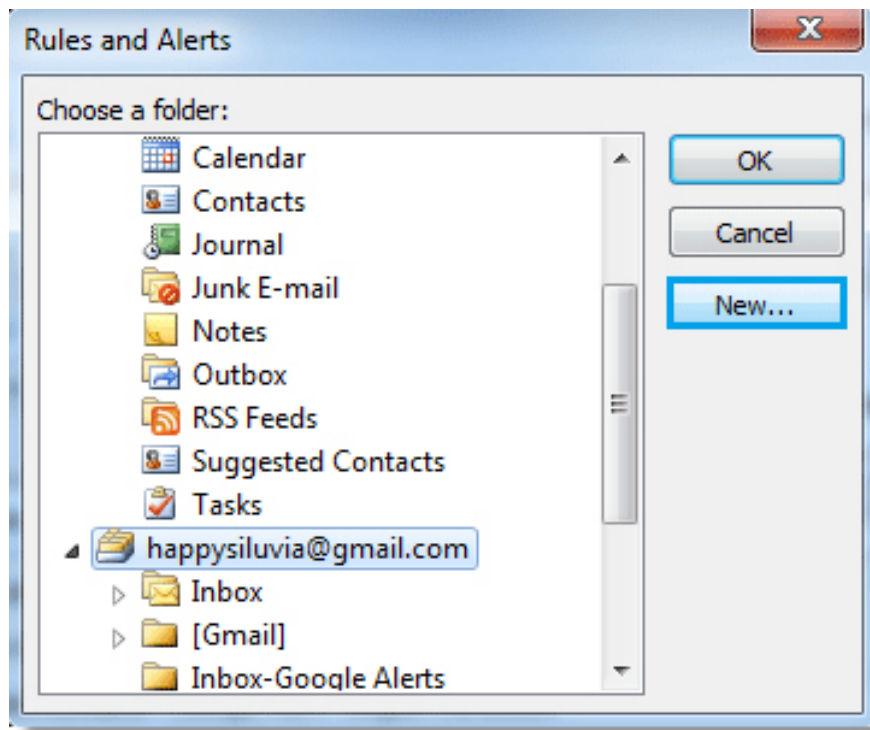
**Step 2 :** In the **Create Rule** dialog box, under the **When I get e-mail** header **with all of the selected conditions** , select the condition for this email. Under the **Do the following** heading, select the **Move the item to folder** box and then click the **Select Folder** button.



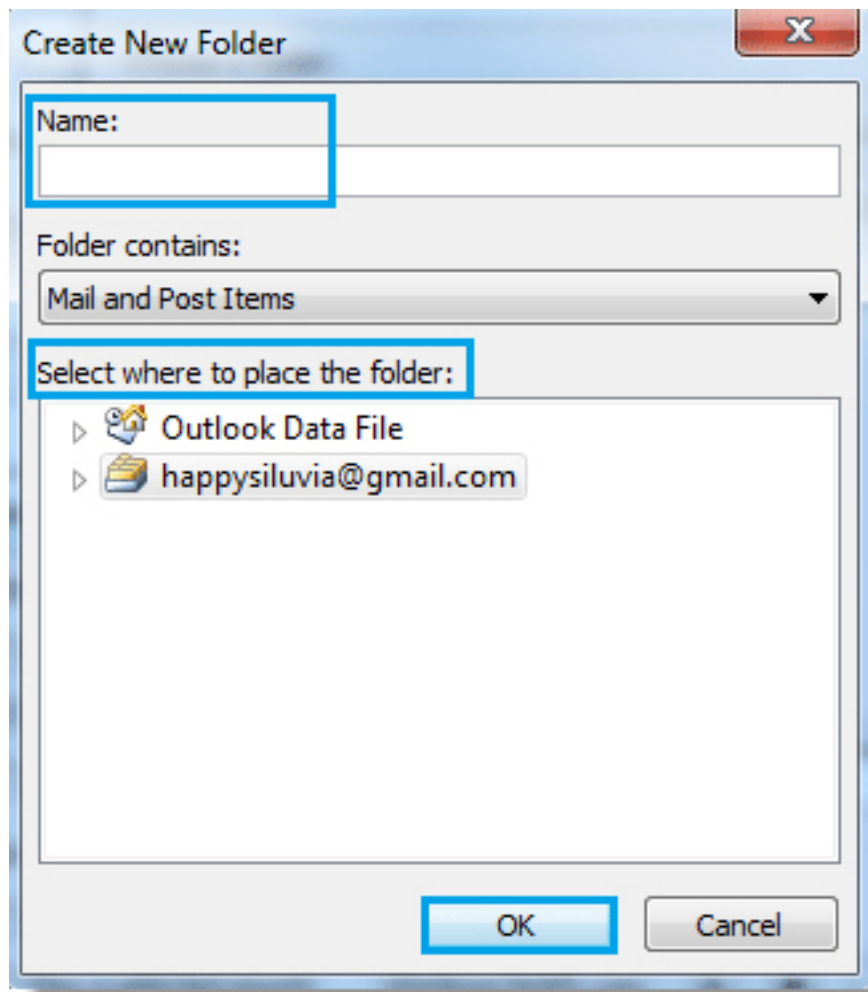
**Step 3 :** In the **Rules and Alerts** dialog box, select the folder you want to forward the email to, then click **OK** to close the dialog box.



**Step 4:** If you want to create new folders for these emails, click the **New .** button .

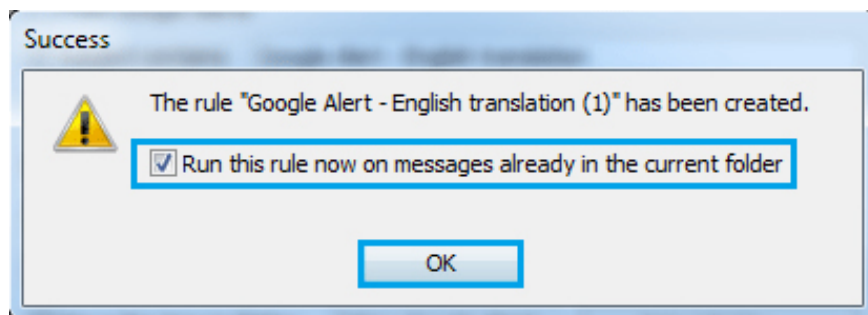


In the **Create New Folder** dialog box, name the folder, select the location for the folder under the **select where to place the folder** heading, and then click the **OK** button.



**Step 5:** When returning to the **Create Rule** dialog box, click **OK** to complete the setup process.

**Step 6 :** Now, a **Success** dialog box pops up, select **Run this rule now on messages already in the current folder** , then click **OK** to start transferring email to the new folder.



**Step 7:** From now on, when Outlook receives the emails that meet the conditions you have set it will be automatically transferred to the specific folder.

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2. Instructions 4 simple ways to backup Outlook data
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