

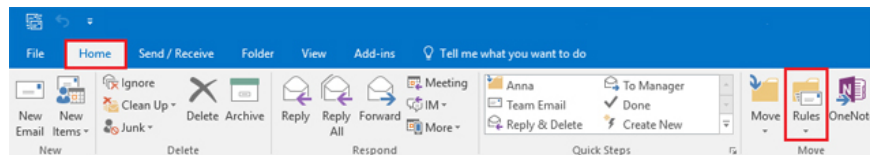
How to create a folder in Outlook 2016 using the rule

Do you often receive emails in Outlook from a specific colleague or customer and want to automatically transfer those emails to a different Inbox folder for easy search? Read this article to learn how to create an email transfer folder in Outlook 2016 using the rule.

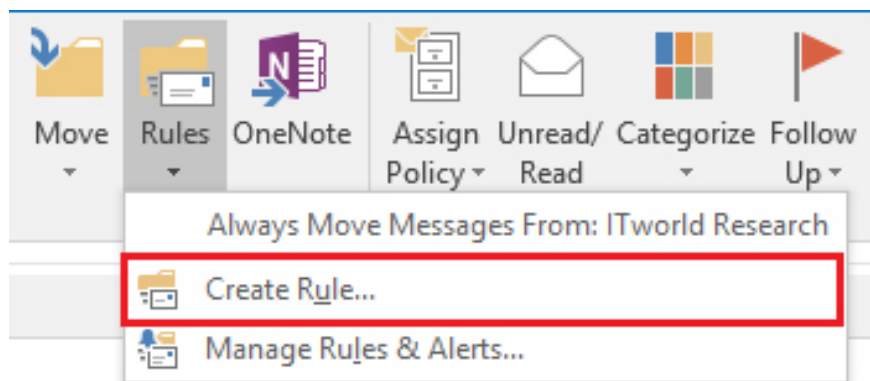
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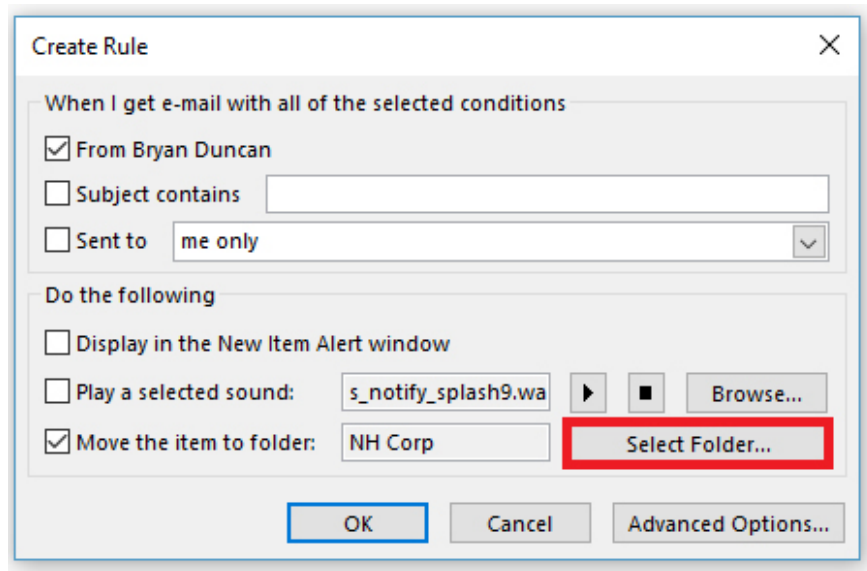
Step 1: First, select an email to receive the rule, then on the **Home** tab, click **Rules**



Step 2: Next, in the **Rules** drop-down menu, select **Create Rule** .



Step 3: A Create Rule window appears.

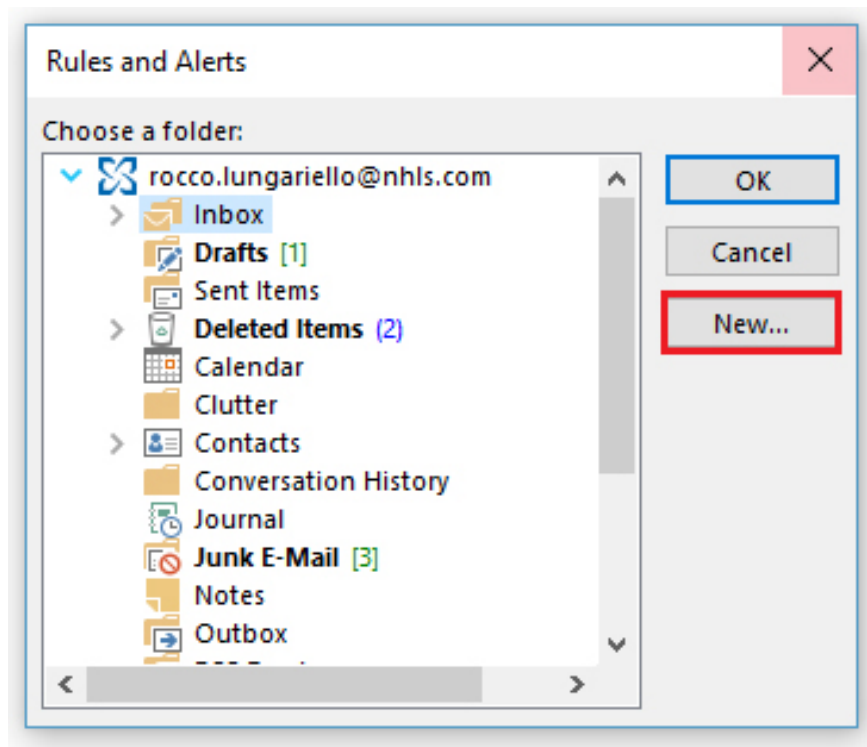


Step 4: Select the box ' **From the sender's name** ' and select the ' **Move the item to folder** ' box, then click ' **Select Folder .** ' to specify the destination.

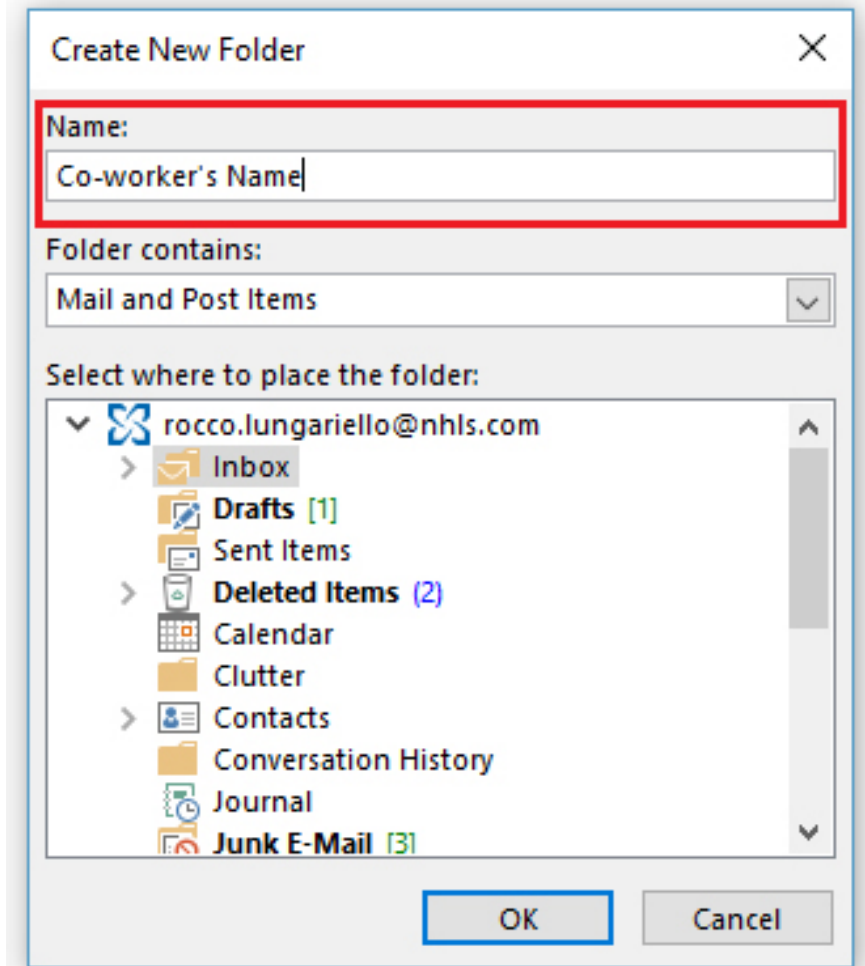
Note, if you check the " **Sent to: only me** " box , the email has multiple recipients, (ie emails sent to many people including you) will not enter the created directory.

Step 5: After clicking " **Select Folder** " , another window will appear. From here, select ' **New .** ' to create a new folder.

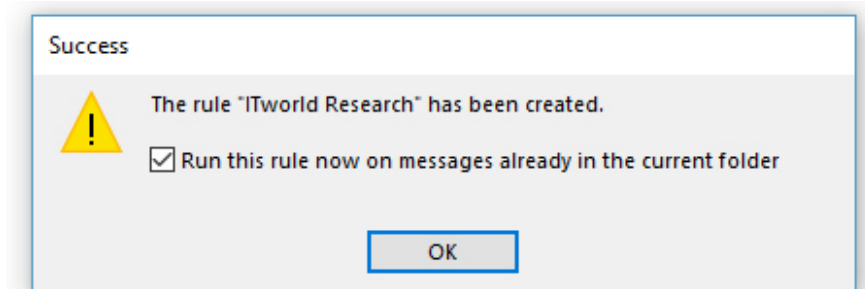
Note: Be sure to save the folder in the inbox by selecting **Inbox** (it will be blue if selected).



Step 6: Name the new folder, you should name the email sender or whatever name you want, then click **OK** .



Step 7: Finally, a **Success** window displays a message that created the rule successfully. Check the box and then click **OK** .



Now, you can create as many rules as you like, to organize your mailbox more neatly.

I wish you all success!

See more:

1. Create a Rule to move and store email to another folder in Outlook
2. How to create a folder in Outlook 2013 by creating a rule
3. List of Outlook 2016 shortcuts when working with Mail

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