

# Steps to create a new folder in Microsoft Outlook

When creating a new folder in Microsoft Outlook, users can move and store Outlook emails to another folder easily, serving the requirement of clearly separating emails in Outlook.

To create a folder in Microsoft Outlook, users just need to immediately use the features available in the article as shown below.

## Instructions for creating Outlook folders on your computer

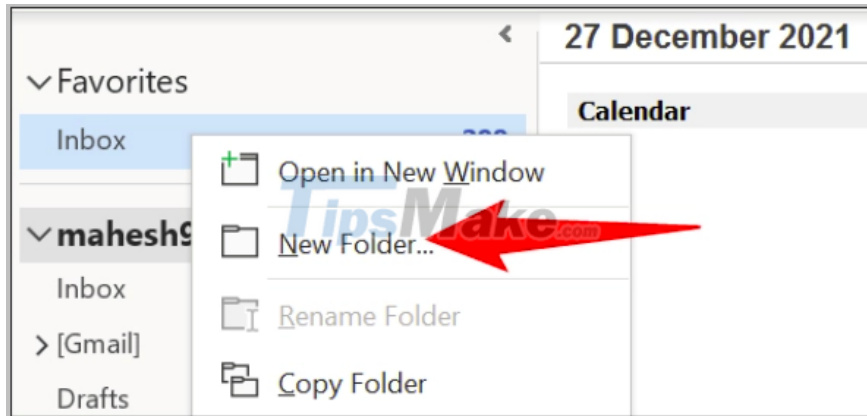
Step 1:

First of all, we access the Microsoft Outlook application on the computer.



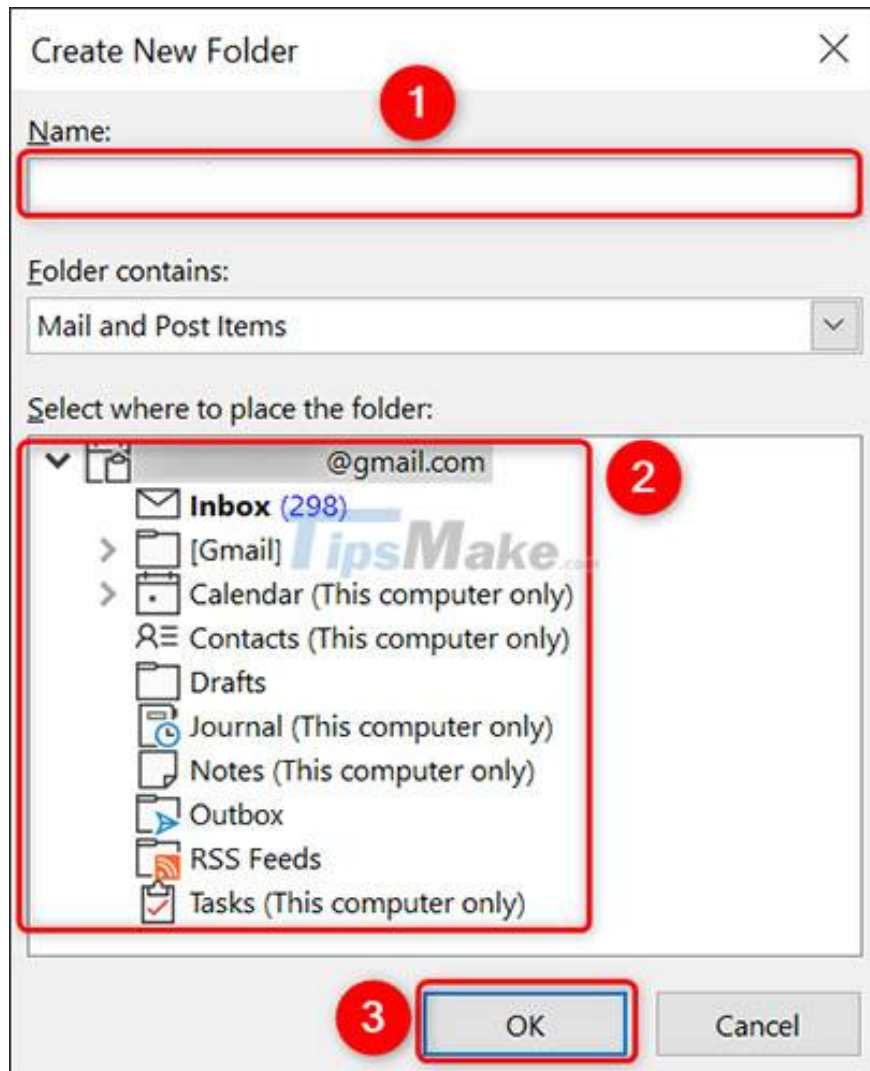
Step 2:

In the next interface, we will find where we want to put the new folder. We can put a new folder in our email account, then right-click and select New Folder.



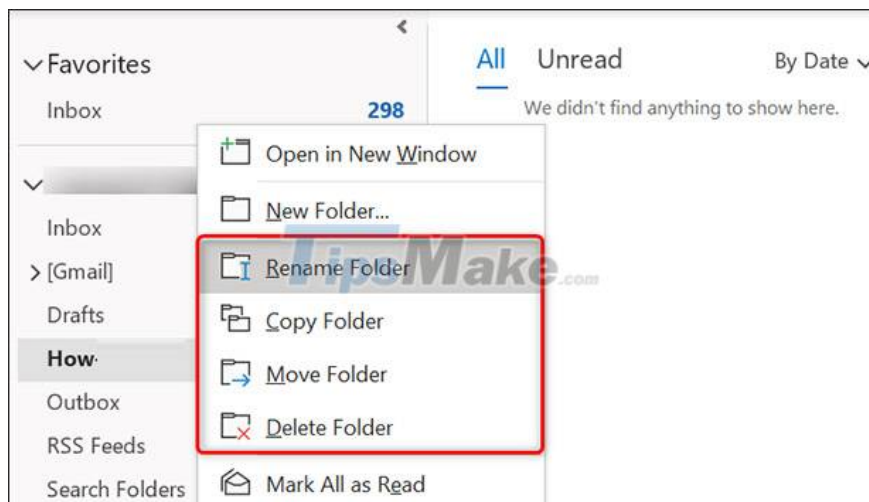
Step 3:

Now display the interface for us to set up and create a new folder. We enter the new folder name, below is the option to change the folder location. Click OK to save.



Step 4:

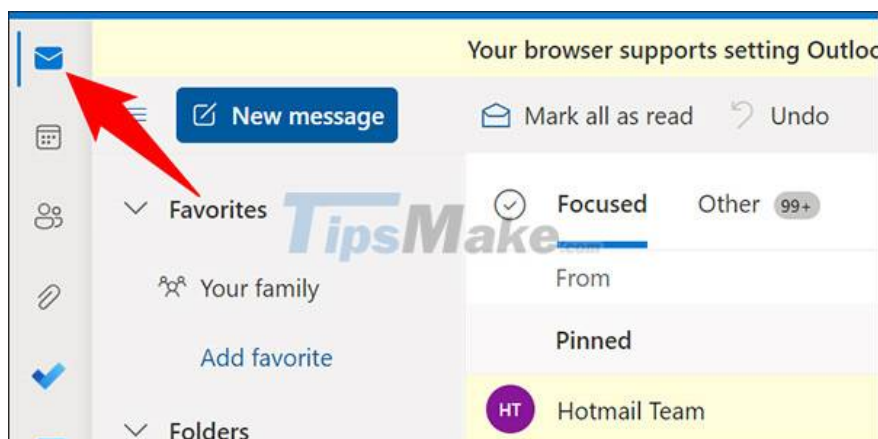
Soon you will see the newly created folder on Outlook. Right-clicking on that new folder will bring up the options as shown.



## Instructions for creating Outlook web folder

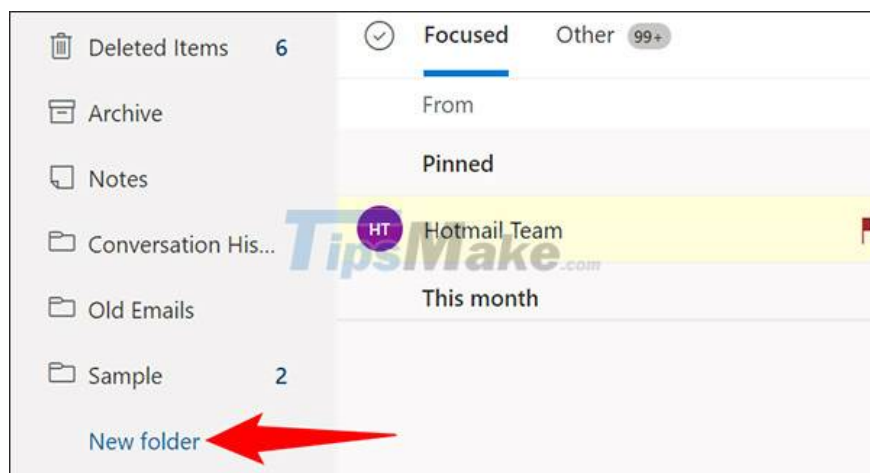
Step 1:

At the Outlook web interface, we click where we want to create a new folder.



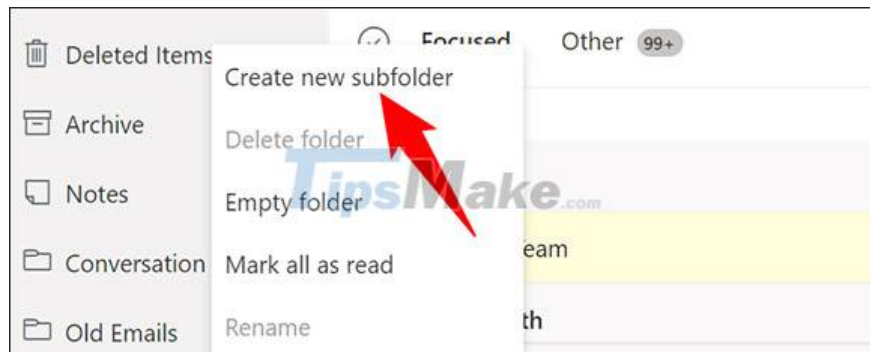
Step 2:

Switching to the new interface, users will see the New Folder option to create a new folder. Then you enter a name for that new folder.



Step 3:

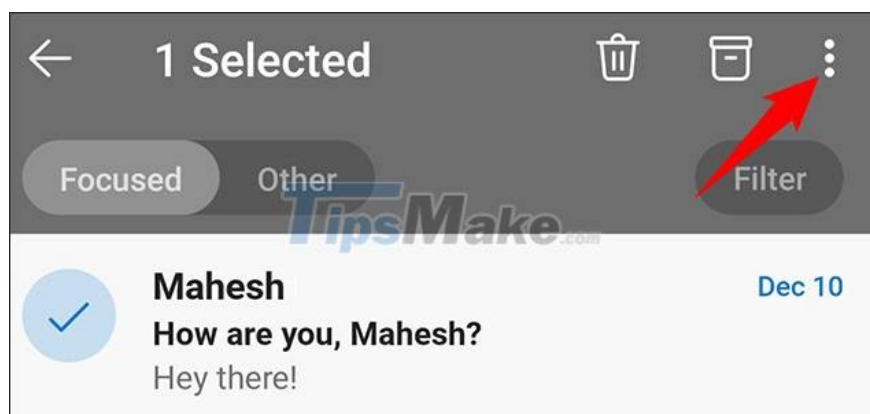
To create a subfolder in the newly created folder, we right-click and select Create New Subfolder. Created folders can all be deleted and renamed quickly by right-clicking on the folder.



## Instructions to create an Outlook folder on your phone

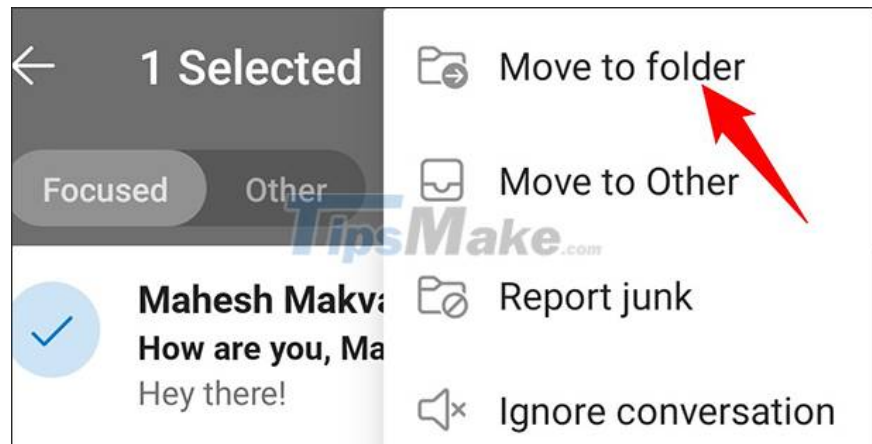
Step 1:

At the interface on the Outlook application, we click on any email and then click on the 3 dots icon in the top right corner.



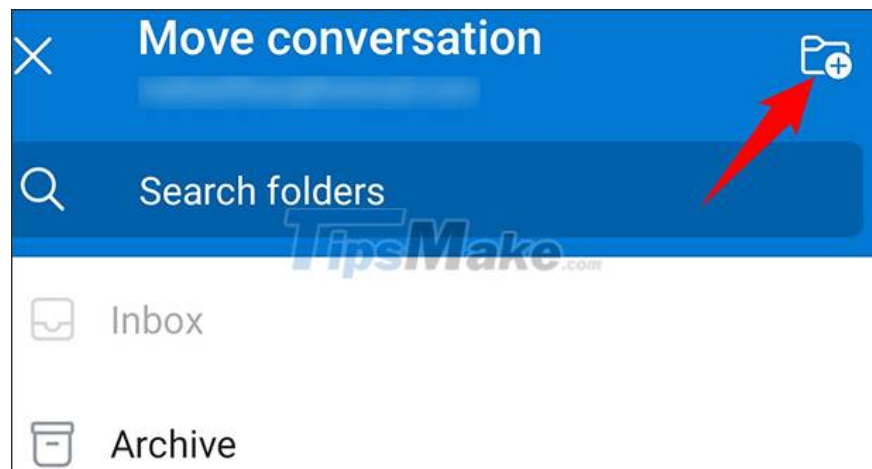
Step 2:

Now display the list interface with options as below. We will click Move to Folder to move the email.



Step 3:

In the interface to select a new folder to transfer emails, click on the folder icon in the top right corner to create.



Finally, give the folder a new name in Outlook and then click Create & Move to proceed with creating the folder.



Thus creating Outlook folders on desktop and web is very simple with available options. Particularly with the Outlook version on the phone, you will have to add email migration.

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