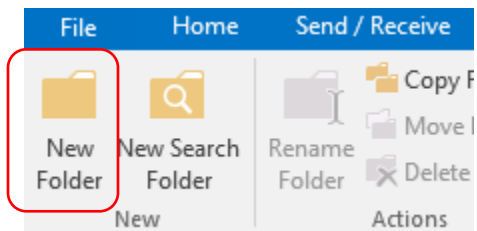


Outlook 2016: Creating Folders

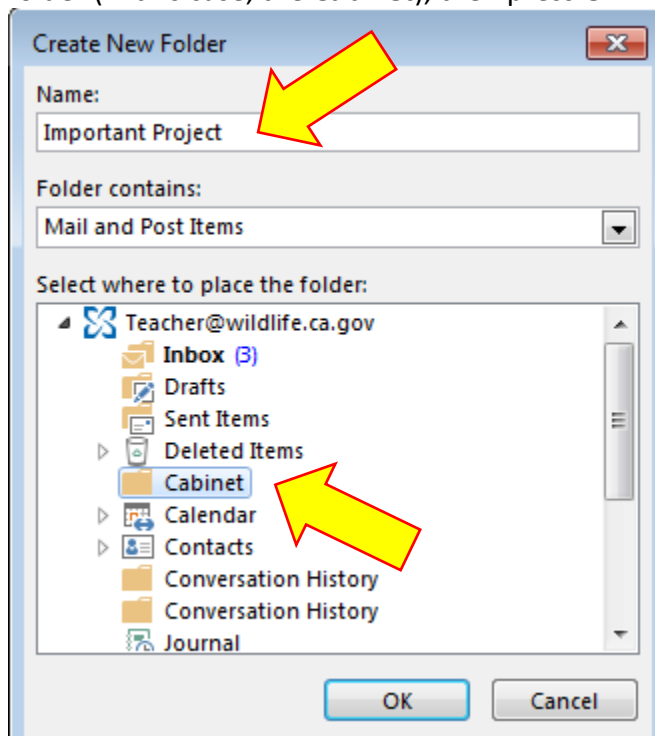
Creating a New Folder

Before you create a new folder, you must select the **desired location** for that folder. In our example, we'll create a folder within the **Cabinet** to help organize messages from the Help Desk.

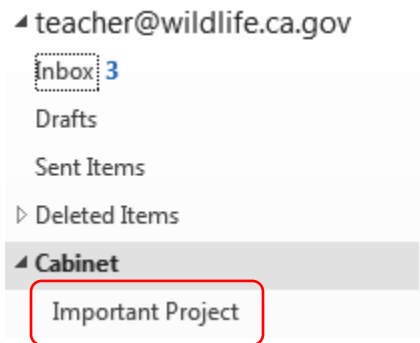
1. Locate and select the **Folder** tab on the **Ribbon**. The Folder tab will appear.
2. Click the **New Folder** button.



3. The **Create New Folder dialog box** will appear. Type the **name** for the folder.
4. In the **Select where to place the folder** section, choose the desired location for the new folder (in this case, the **Cabinet**), then press **OK**.



5. The folder will be created in the selected location.



Wait, I don't have a Cabinet!

If you are missing the Cabinet, you may easily create the folder by following the **Creating a New Folder** instructions. In the **Select where to place the folder** section of the Create New Folder dialog box, choose your account name (typically displayed as your e-mail address; in this example, it would be Teacher@wildlife.ca.gov).

Your new Cabinet will be created beneath the default folders (Inbox, Drafts, Sent Items, Deleted Items).