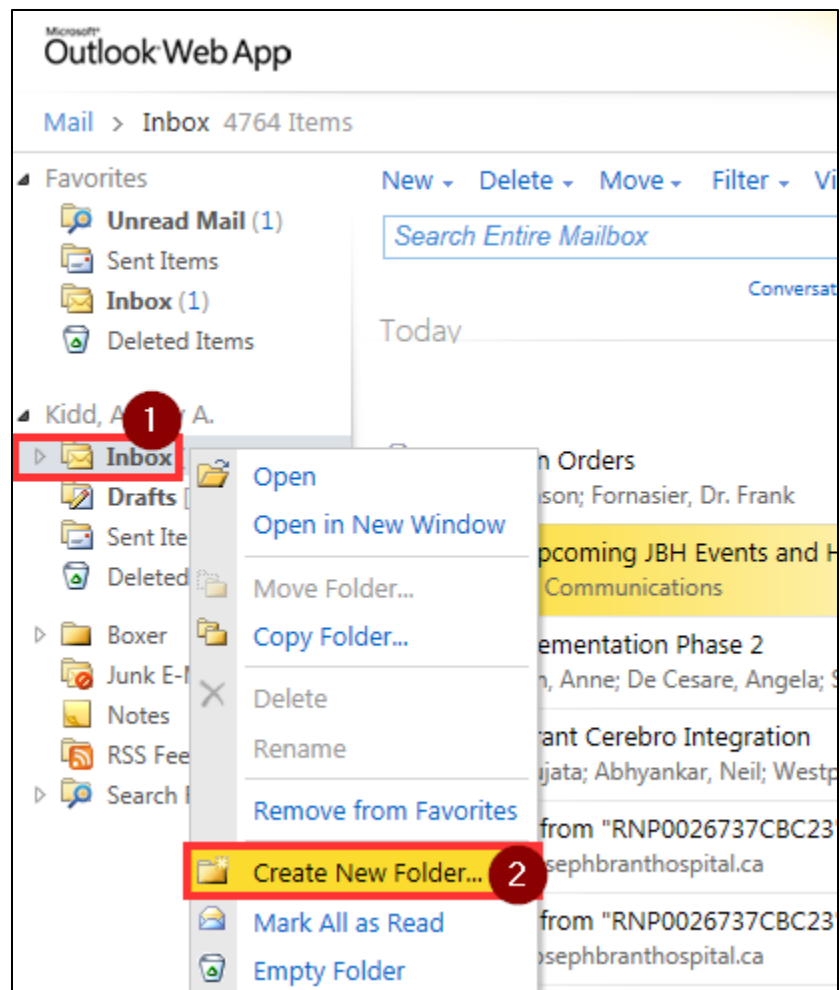
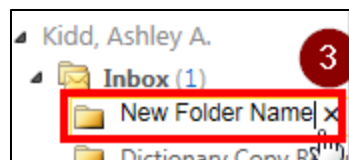


# Outlook Creating Folders

1. In your Outlook Account Inbox right click on the Inbox Folder.
2. Select "New Folder"



3. Name Folder



4. Press Enter or click anywhere and the folder is now created.

To learn how to make rules to make emails auto file into these folders see the Tipsheet ["Outlook Filtering"](#).