

How to Add or Remove Folders in Microsoft Outlook Favorites

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Microsoft Outlook's Favorites section contains shortcuts to folders such as your Inbox, Sent Items, and Search Folders which is located at the top of the Navigation Panel. In this section, you can add and remove folders based on your preference to help you access your mail folders more easily.

This article shows a guide on how you can add, remove and arrange folder in the Favorites section in Microsoft Outlook.

Details:

There are several ways to add or remove folders to Favorites.

You can click a folder and drag it to Favorites. However, you cannot remove a folder from Favorites using this way.■You can also right-click the folder you want to add or remove, and then click Add to Favorites or Remove from Favorites. Another method is,

In the Folder pane, click the folder you want to add to Favorites. Click Folder tab. In the Favorites group, click Add to Favorites. The Add to Favorites ribbon command is highlighted when the selected folder appears in Favorites. Just deselect the command to remove the folder from Favorites.

Notes:

When a folder is added to Favorites, it is a shortcut to the folder. The actual folder and its content remains at the original location in the folder list. Removing a folder from Favorites does not delete the folder or contents, it removes only the shortcut that appears in Favorites. By default, when a folder is added to Favorites, it appears at the bottom of the list. To re-arrange the folders, drag the folder to the new position in the Favorites list. Ensure you remove folders from the Favorites instead of deleting them. When you remove a folder from Favorites, the original folder in the folder list remains. Deleting a folder from Favorites deletes the folder and its contents from Outlook.

If this article did not resolve the issue, please contact O365 support.