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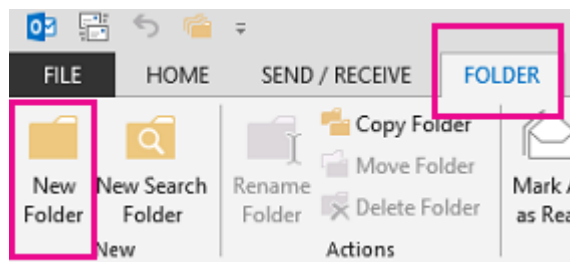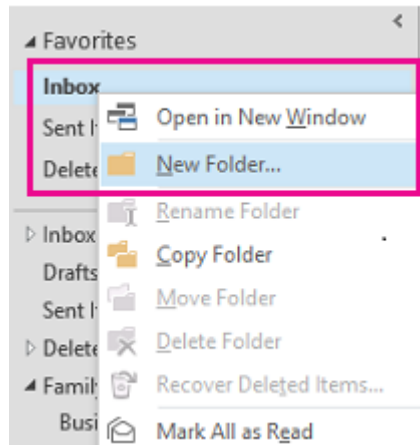   Buy Office 365
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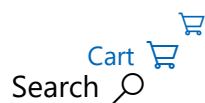
Create a subfolder

Outlook for Office 365, Outlook 2019, Outlook 2016, Outlook 2013

To help keep your emails organized, you can create subfolders or personal folders by using the New Folder tool.
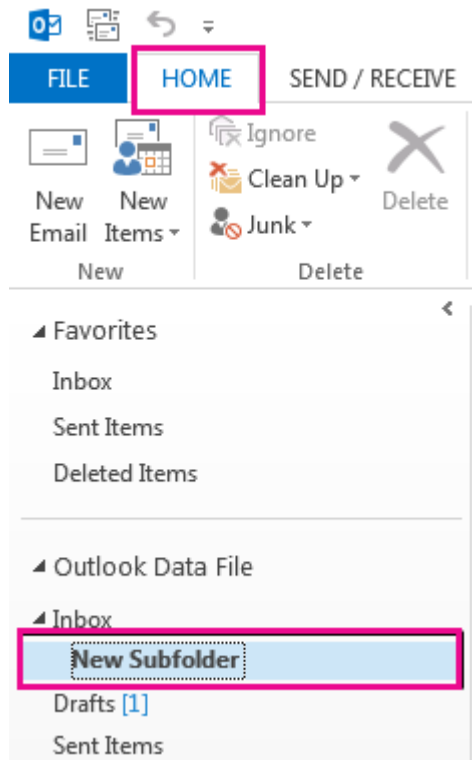
1. Click **Folder** > **New Folder**.

Tip: You can also right-click any folder in the **Folder Pane** and click **New Folder**.

2. Type your folder name in the **Name** text box. In the **Folder Contains** drop-down menu, click **Mail and Post Items**.

3. In the **Select where to place the folder** box, click the folder under which you want to place your new subfolder.

4. Click **OK**. The subfolder is created.

Tip: After you create a subfolder, you can move any of your emails to your new subfolder by dragging them from other folders and dropping them in the new subfolder. You can also right-click an email and select **Move**. Then choose the subfolder you want.

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