Creating and Editing Folders in Microsoft Outlook 2016 for the PC

Creating a Folder

The following explains how to create and edit folders in Microsoft Outlook 2016 for the PC.

1. In the Outlook Folder Pane, right-click the folder under which you want to place your new folder.

   ![Figure 1 - Right-Click the Folder](image1)

   **Figure 1 - Right-Click the Folder**

   **Note:** If you right-click your mailbox folder to create a new folder, it remains at the same level as all the existing folders in your mailbox. If you select any other folder, it creates a sub-folder.

2. A drop-down list of options will appear. Click **New Folder**.

   ![Figure 2 - Click New Folder](image2)

   **Figure 2 - Click New Folder**

3. Enter a name for the folder.

   ![Figure 3 - Enter Folder Name](image3)

   **Figure 3 - Enter Folder Name**
4. Press **Enter** on your keyboard. The new folder appears.

![Figure 4 - New Folder](image)

5. You can move items from another folder into your new folder simply by left clicking the item and dragging to your newly created folder.

**Editing a Folder/Renaming a Folder**

The following explains how to rename a folder in Microsoft Outlook 2016 for the PC.

1. In the *Outlook Folder* Pane, right-click the **folder** you want to rename (See Figure 5).
2. Click **Rename Folder** (See Figure 5).

![Figure 5 - Rename Folder](image)
3. The existing folder name will appear highlighted. Type over the existing name with the desired **new** folder name.

![Figure 6 - Type over Existing Name](image)

4. Press **Enter** on your keyboard. The new folder name now appears.

![Figure 7 - New Folder Name](image)

**Copying a Folder**

The following explains how to copy a folder in Microsoft Outlook 2016 for the PC.

1. In the *Outlook Folder* Pane, right-click the **folder** you want to copy.

![Figure 8 - Right-Click the Folder](image)
2. Click **Copy Folder**.

![Copy Folder](image)

**Figure 9 - Copy Folder**

3. A dialog box appears displaying all of your current folders. Click on the **folder location** where you want to copy the folder (See Figure 10).

4. Click **OK** (See Figure 10).

![Select Copy Location](image)

**Figure 10 - Select Copy Location**

5. This creates a copy of the folder and the folder contents in the location selected.

![Copied Folder & Contents](image)

**Figure 11 - Copied Folder & Contents**
Moving a Folder
The following explains how to move a folder in Microsoft Outlook 2016 for the PC.

1. In the *Outlook Folder* Pane, right-click the *folder* you want to move.

![Figure 12 - Right-Click the Folder](image)

2. Click **Move Folder**.

![Figure 13 - Move Folder](image)

3. A dialog box appears displaying all of your current folders. Click the **folder location** where you want to move the folder (See Figure 14).

4. Click **OK** (See Figure 14).

![Figure 14 – Select New Folder Location](image)
5. This moves the folder and its contents from the original location to the location selected.

Deleting a Folder
The following explains how to delete a folder in Microsoft Outlook 2016 for the PC.

1. In the Outlook Folder Pane, right-click the folder you want to delete.

2. Click Delete Folder.
3. A message appears requesting confirmation to delete. Click **Yes**.

![Figure 18 - Click Yes](image)

4. The folder is moved to the *Deleted Items* folder.
5. To delete files and folders permanently from the deleted items folder, click the *Deleted Items* folder.
6. Click **Empty Folder**.

![Figure 19 - Empty Folder](image)