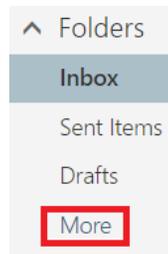


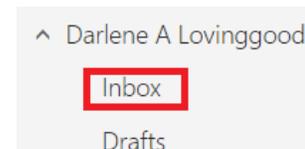
# Creating Subfolders

Office 365 / Outlook

1. Click on More



2. Right Click on the Inbox found under your name.



3. Select Permissions



4. Select Create Subfolders, OK

Write:

- Create items
- Create subfolders
- Edit own
- Edit all

5. Right click on the Inbox found under your name.

Select Create New Subfolder



6. Name the folder.

7. With an email selected, select "Move To" found at the top of the screen to move the email to one of your subfolders.

Note – It may take a moment for the subfolder(s) to appear.

