



Moving Emails to A Folder

Create Folder

Click on plus sign next to the word folder above your inbox.

Name Folder

Type a name for the folder you create and click outside of folder to save.

Select Emails

Click the small box next to each email that you want to move to a folder.

Move to Folder

Right click and choose move to folder. Find the folder you want the emails to be moved to. Or simply drag the emails over into the folder.

A screenshot of the Microsoft Outlook web interface. The left sidebar shows the "Folders" list with "Inbox" selected, containing 2474 items. Other folders include "Sent Items", "ICEA", "Read Receipts", "Tech", "Drafts", "SCUC-U", "Eduphoria", "Student Skype", "Swap Shop", and "Groups". The main pane displays a list of emails under the "Focused" tab. The selected email is from "Baker, Connie" with the subject "Re: Office 365 Question". The email body contains a question about Dynamics CRM action items and a signature for Connie Baker, Social Studies Department Lead at Samuel Clemens High School. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 11:27 AM on 7/24/2018.