



# HOW TO ORGANIZE WITH FOLDERS IN OUTLOOK

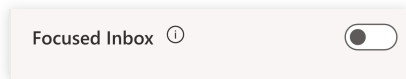
1

On a computer, use your internet browser to visit the website [www.outlook.live.com](http://www.outlook.live.com).

If requested, sign into your Microsoft account.

3

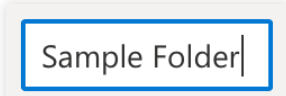
Scroll down the Settings menu until you see **Focused Inbox**. Deactivate the feature by clicking the switch on the right so it turns white.



**Note:** We suggest turning off a feature called Focused Inbox, as it could cause oversight of incoming emails, by placing them in an Inbox called Other.

5

Type an appropriate name for the new folder, press the **Enter** button on your keyboard to finalize.



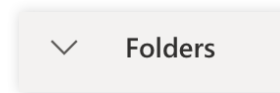
2

Click on the Settings Gear icon located in the upper right corner.



4

On the left side locate the title **Folders**. Scroll down until you see **New Folder**, click on it.



Almost there!



6

Click on **Inbox** at the top of the Folders list.

 **Inbox** 15



7






Click on the coloured circle to checkmark the message you would like to move to your newly created folder. You can select multiple at a time.

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8

Click on **Move to**, then click on the **Folder Name** you wish to move the selected message(s) to.

 Move to  Categorize

-  Sample Folder
-  Receipts
-  Deleted Items
-  Junk Email
-  Passwords

*You're all set. Time to create Outlook calendar events!*

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