

How to create a folder in Microsoft Outlook

Outlook for Microsoft 365 Outlook 2021 Outlook 2019 Outlook 2016 Outlook 2013 Outlook 2010 Outlook 2007

1. In the left pane of **Mail**, **Contacts**, **Tasks**, or **Calendar**, right-click where you want to add the folder, and then click **New Folder**.
2. In the **Name** box, enter a name for the folder, and press Enter.

However considering you have already purchased Restoro and would like us to assist you in doing that utilizing a remote session, please contact our support and they will be happy to help you.

Email: support@restoro.com

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