Outlook 2010: Using Folders
IT Services Documentation Team, July 2013 (Reviewed August 2015).

Outlook’s Default folders
When your mail account is created, it has the following default folders:

**Basic folders:** Inbox, Calendar, Contacts, Tasks, Notes, Journal

**Additional folders:** Drafts, Sent Items, Deleted Items, Outbox, Junk Email

Outlook stores information in these folders depending on the type of content, e.g., messages are stored in the **Inbox** folder, Appointments in the **Calendar** folder, and addresses in the **Contacts** folder, etc.

Create Additional folders
You can create additional folders to help you to manage your information. This is particularly useful for organising email messages.

To create a new folder:
1. On Outlook’s ribbon, click on the **Folder** tab
2. From the **New** group, select **New Folder**
3. Type an appropriate name for your folder in the Name text box
4. From the drop-down **Folder contains** list, select the type of folder you want to create
5. From the **Select where to place the folder** list, click on the location for your new folder
6. Click on **OK**
7. Your new folder will appear listed under your **Mailbox** in the **Navigation Pane**

Move an item to another folder
To copy or move items manually, choose from the following methods:

1. **Drag and drop** – click on an item and holding down the left mouse button, drag it onto its destination folder.
2. Use the **Move** option in the item’s context menu – right-click on an item. A pop-up menu displays up to ten folders you have accessed most recently. Select which folder to move the item to from the pop-up menu and click **OK**. If the folder you want to move the item to is not listed, select **Other** to view all folders. This opens the **Move items** dialog. Select a destination folder from the list, or click on **New** to create a new destination folder.
3. Use the **Move** button from the **Move** group on the **Home** tab. Select where to move the item to from the list as in 2, above, and click **OK**.

Sharing folders
You can share any folder with others as you see fit. See our fact sheets for more information:

- Viewing and sharing multiple Calendars
- Sharing Folders

Further information and help
- Use MyIT to log calls with the IT Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)
- For IT training materials, see [www.abdn.ac.uk/tad](http://www.abdn.ac.uk/tad)

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1 Outlook refers to the contents of each type of folder as items, e.g. an Appointment is an item within the Calendar.