

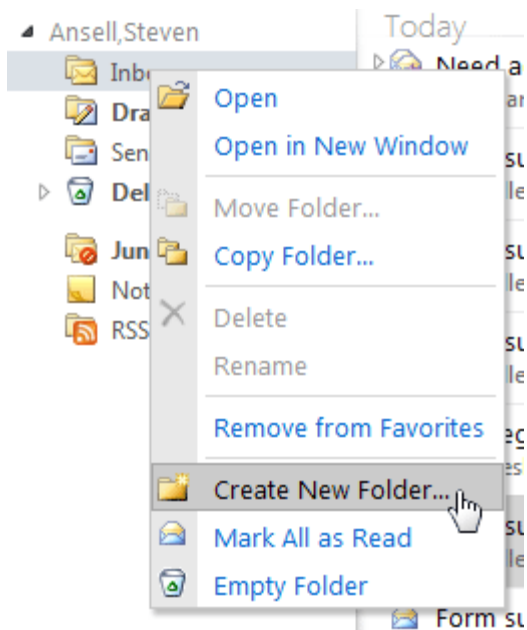
## Creating Folders in OWA (Outlook Web App)

### Create a New Folder

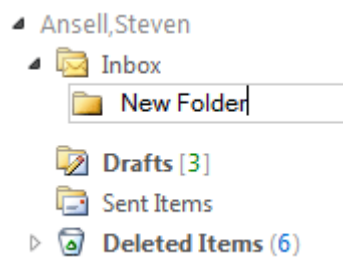
You can organize your messages by topic by using folders.

Follow these steps to create a new folder.

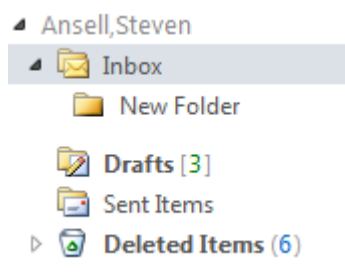
1. In the navigation pane, *right click* on the **folder** that will contain your new folder.



2. Click **create new folder** from the drop down menu.



3. Type a **name** for the new folder, and *press enter* on your keyboard.



4. The new folder has been created!