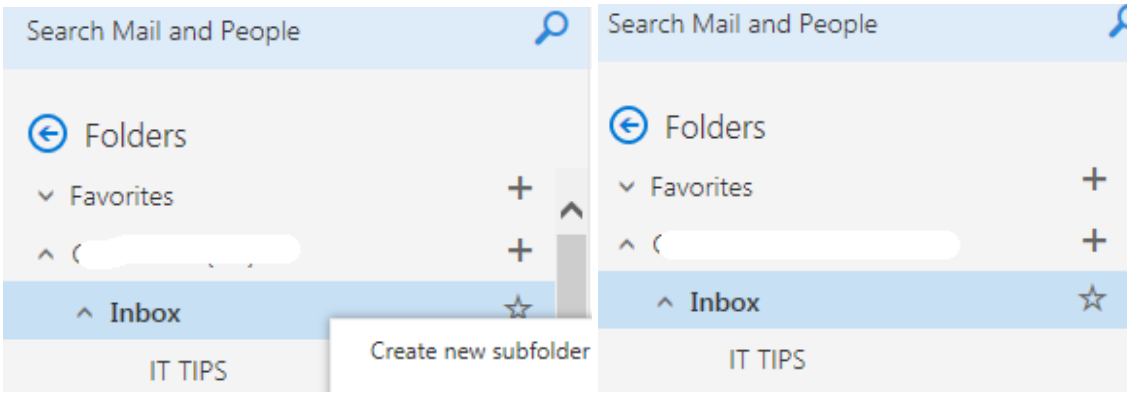
How to create a folder in 0365 mailbox

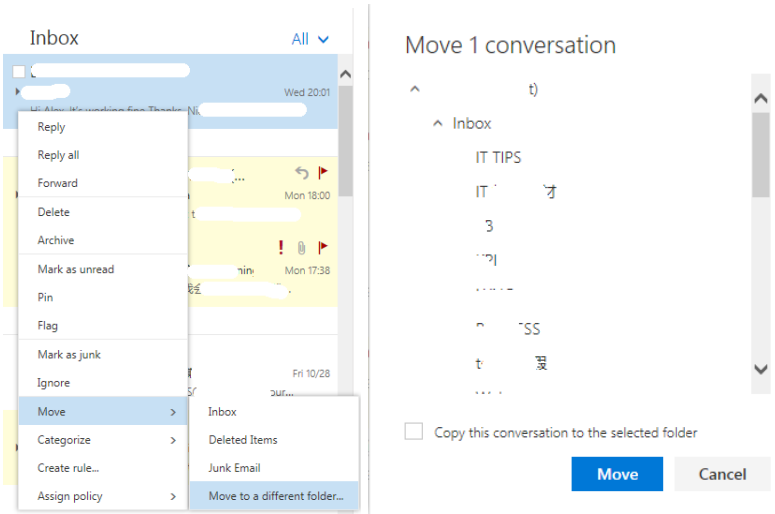
This time, we'll show you how to create a folder in 0365 mailbox.

Step :

1. If employees complete the mailbox migration, through the company's website "http://Outlook.com/sodexo.com" to log in to your webmail.
2. Select your Inbox, right-click the mouse, you can create a new subfolder. Or click the ' + ' number, add a folder in the mailbox directory. You can also click on ' ☆ ' your frequently accessed folder, add to your Favorites.



3. After add a file, then select message which you want to move, right click on the message, select move to a different folder, move to the appropriate folder.



See you next week.

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