

Add an Outlook Folder to Favorites

Add an Outlook Folder to "Favorite"

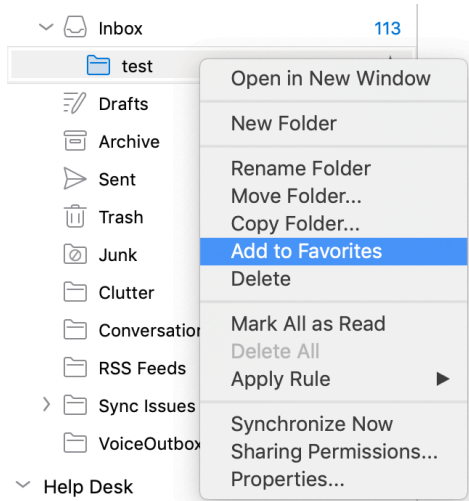
There are several ways to add or remove folders to Favorites. Pick the way that's most convenient for you.

- Click a folder and drag it to Favorites. (You can't remove a folder this way.)
- Right-click the folder you want to add or remove, and then click Show in Favorites or Remove from Favorites.
- In the Folder Pane, click the folder you want to add, and then click Folder. In the Favorites group, click Show in Favorites. The ribbon command is highlighted when the selected folder appears in Favorites.

When a folder is added to Favorites, it's a shortcut to the folder. The actual folder and its content remains at the original location in the folder list. Removing a folder from Favorites doesn't delete the folder or contents—it removes only the shortcut that appears in Favorites.

By default, when a folder is added to Favorites, it appears at the bottom of the list. To re-arrange the folders, drag the folder to the new position in the Favorites list.

Mac



PC

