1. You can easily create a new folder in your Office 365 account by opening Microsoft Outlook 2010, right-clicking on your e-mail account, and selecting the “New Folder…” option from the drop-down menu.

2. On the “Create New Folder” window that appears type in a name for your folder in the “Name:” field, and select where you would like the folder to be created. Once you have finished updating and making your changes click the “OK” button to create your new folder.