# Create an Email Folder

Your mailbox has a set of default folders. These folders include: Calendar, Contacts, Deleted Items, Drafts, Inbox, Junk E-Mail, and Sent Items. By default, messages sent to you are stored in your Inbox; however, you can organize your messages into a hierarchical folder system that is more meaningful to you and continue to adjust it as your needs change. You can create subfolders by creating a folder within an existing folder. For instance, you may create a folder named My Team and within My Team you can create an individual folder for each member.

Try This Yourself:

1 In the Navigation Pane on the left hand side, click the folder **Mail**.

2 Point to your name at the top of the folder list. In this example it is ITtrain.
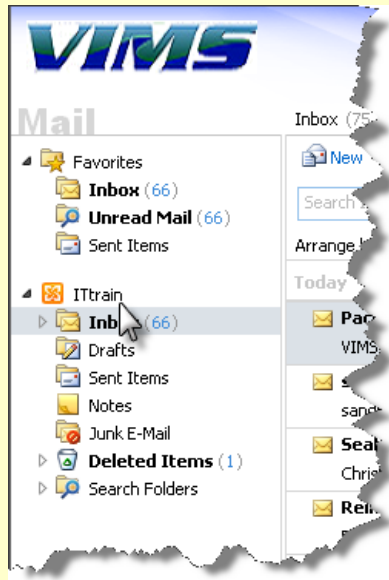
3 A window appears that shows the current size of your mailbox, and your mailbox limits. If you are reaching your limit, you need to clean up your mailbox.