

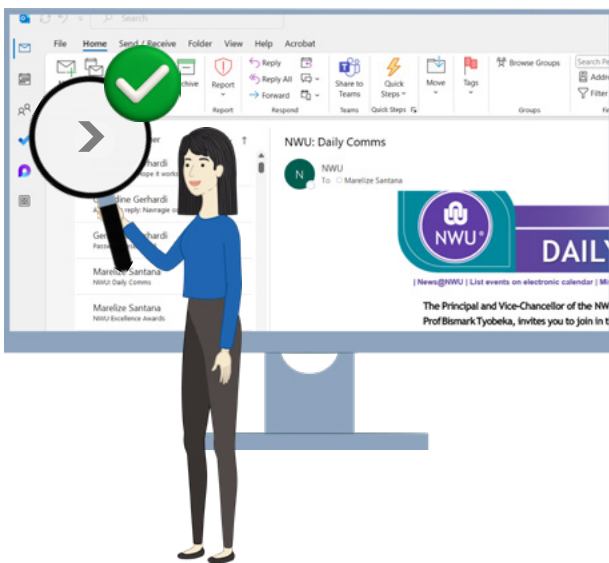


You can organize your messages efficiently by creating folders within the Online Archive's Archive.

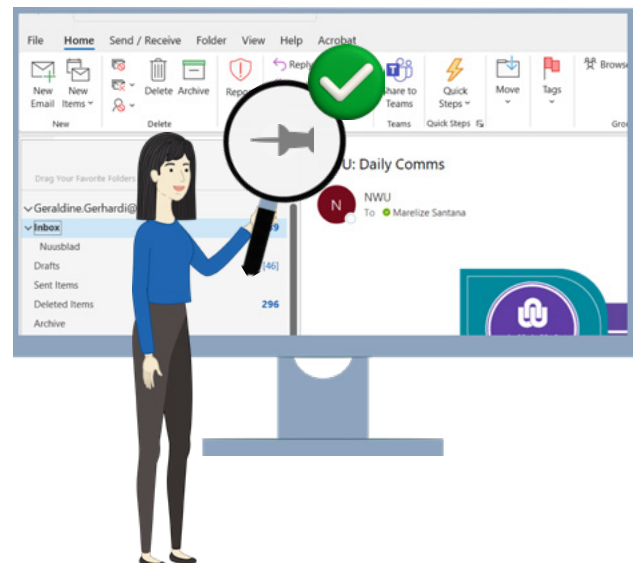


**IMPORTANT:** Plan folder structure, check retention policies, ensure internet access, and understand storage limits.

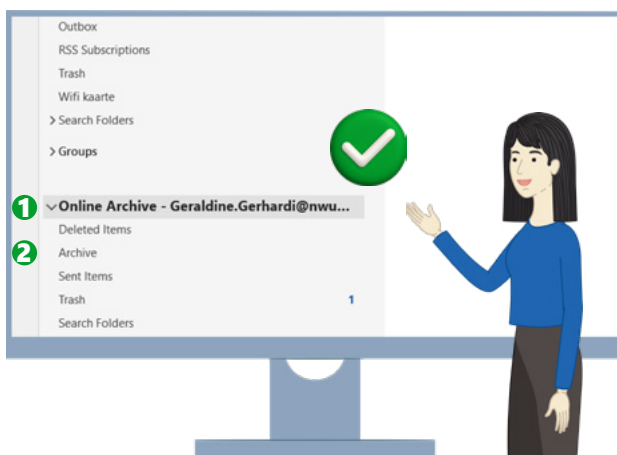
1. Click the top-left arrow to expand the folder pane.



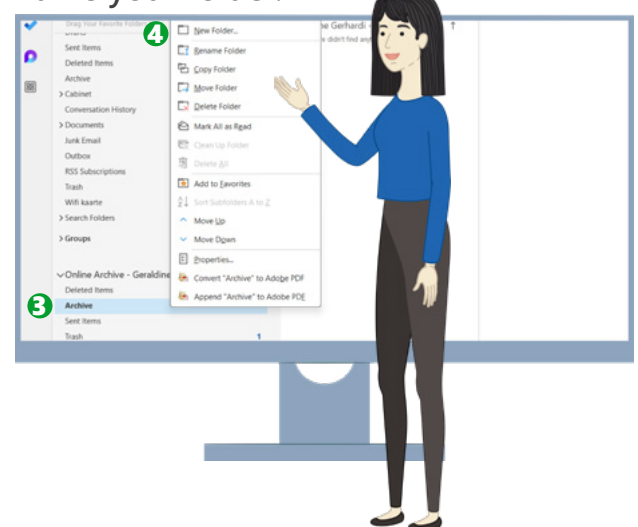
2. Click the Pin the Folder Pane icon to keep the inbox pinned next to the folder pane.



3. Expand the Online Archive mailbox to select the Archive folder.



4. Right-click the Archive folder, select New Folder from the pop-up menu, and name your folder.



You can follow the steps outlined in this section to transfer your emails as directed.

[Click here](#)