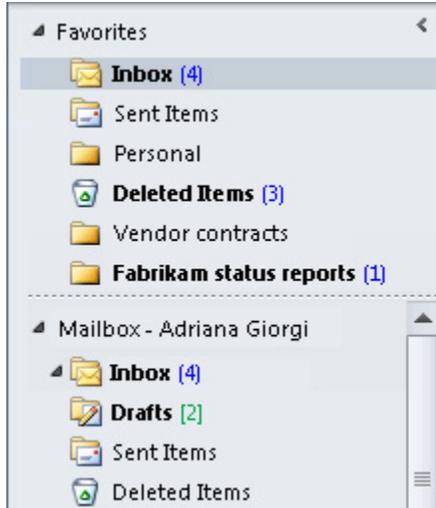# Outlook: Show an E-Mail Folder as a Favorite

Add or remove folders in Favorites

Favorites, located at the top of the Navigation Pane, contains shortcuts to folders such as your **Inbox**, **Sent Items**, and Search Folders. You can add, remove, and arrange folders in this section to access your mail folders more easily. For example, if you frequently access a folder that you created for a project, add the folder to the **Favorites** section.
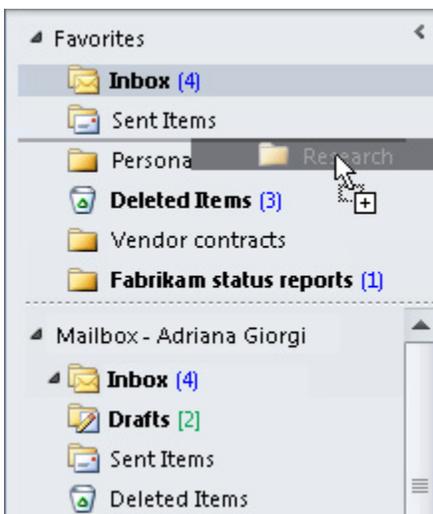

When a folder is added to **Favorites**, a shortcut is created, but the folder and its contents remain at its original location in the folder list. Removing a folder from **Favorites** doesn't delete the folder or contents — it removes only the shortcut that appears in **Favorites**.

Tip: Collapse and expand the **Favorites** section by clicking ◢ or ▷ next to **Favorites**. A collapsed **Favorites** section enables you to see more of your mail folders in the Navigation Pane. If you don't want to use the **Favorites** section, you can turn off the Favorites section.

Add or remove folders to Favorites

To add or remove folders in the **Favorites** section, do one of the following:

- In the Navigation Pane, click the folder that you want to add, and then on the **Folder** tab, in the **Favorites** group, click **Show in Favorites**. The ribbon command is highlighted when the selected folder appears in **Favorites**.
- Right-click the folder that you want to add or remove, and then click **Show in Favorites** or **Remove from Favorites**.
- Click a folder and drag it to or from **Favorites**.

Note: Make sure that you remove folders from the **Favorites** rather than delete them. When you remove a folder from **Favorites**, the original folder in the folder list remains. Deleting a folder from **Favorites** deletes the folder and its contents from Outlook.

Arrange the order of folders in Favorites

Folders in the folder list are arranged alphabetically. However, in **Favorites**, you can arrange the folders in any order.

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