Where are my folders in Outlook Online?

When you first log into Outlook Online (via Office 365), most of your folders will be hidden (“collapsed”). Fortunately, it’s easy to display those collapsed folders:

1. Once logged into Outlook Online, click **More** in the folders pane (far left) to see all your primary folders.

2. Click the triangle to the left of any “parent” folder to expand it. Click the triangle again to collapse it.