Add a new folder

Right click on the name listed above the folder titled "Inbox" (if the new folder will be a sub-folder, right click on the folder that this new one will be under); select "Create New Folder"
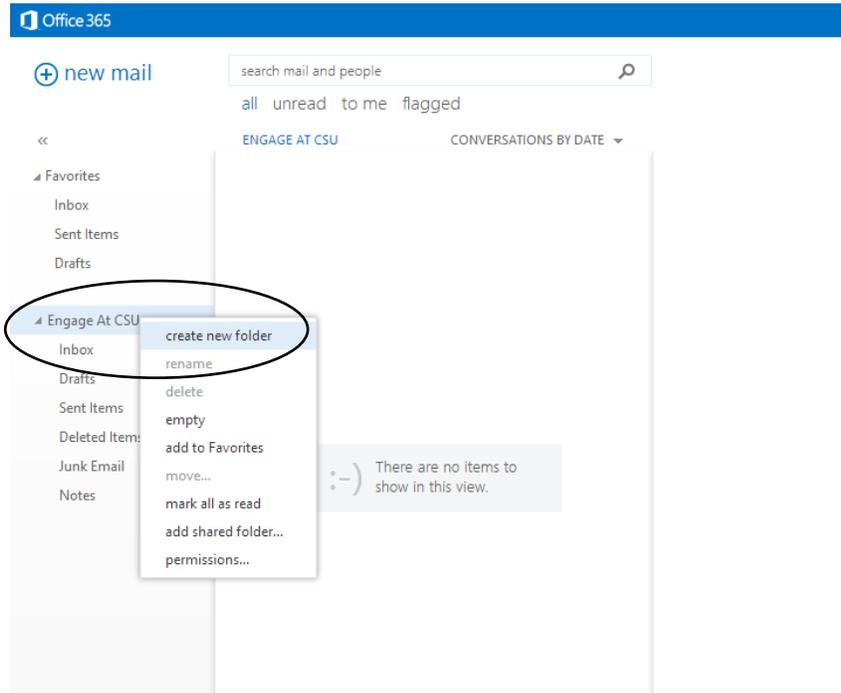
A folder with no name will display, enter the name of the folder
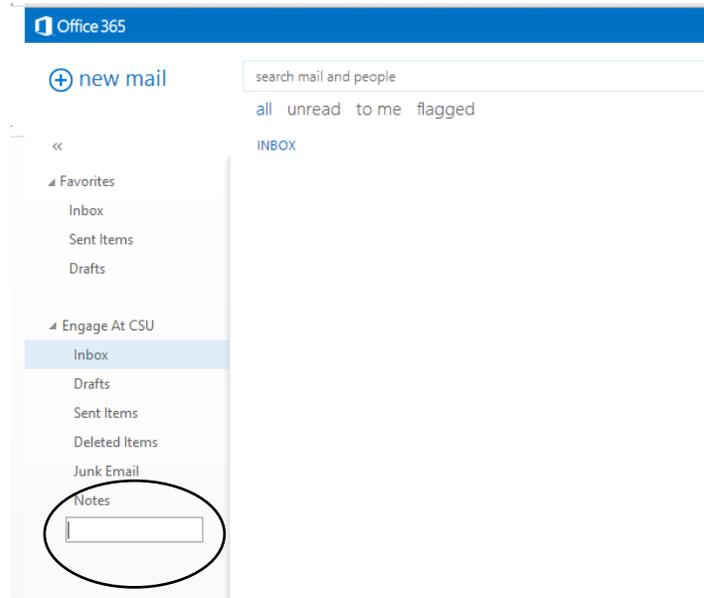
Once a name is entered, click anywhere on the screen and the new folder will be displayed. Note: once you sign out and back in, the new folder will be sorted in the proper order along with any other folders that may already exist