

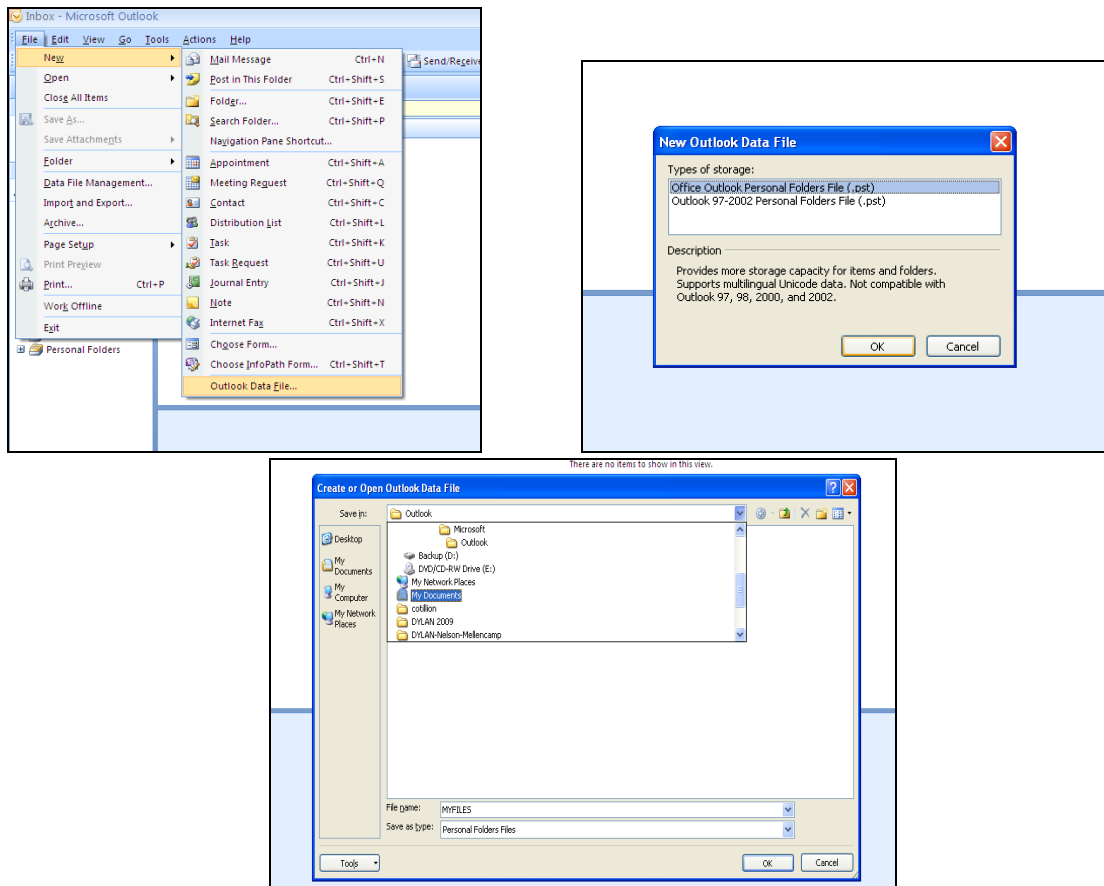
CREATING & MANAGING PERSONAL FOLDERS IN OUTLOOK

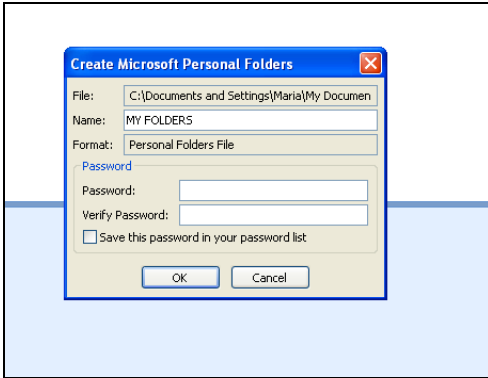
1) Create Personal Folders

- File
- New
- Outlook Data File
- Select Office Outlook Personal Folders File (default)
- OK
- **Create or Open Outlook Data File (PST):**

NAME THE FILE AND SAVE IT IN **My Documents**.

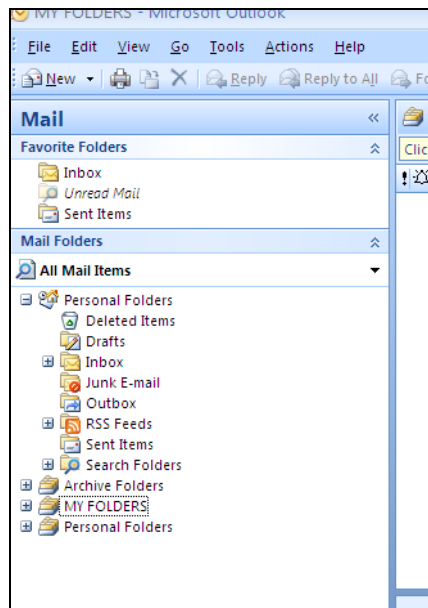
Please note that if you do not select My Documents, Outlook will save this file is **C:\Documents and Settings\“YourProfile”\Local Settings\Application Data\Microsoft\Outlook.**





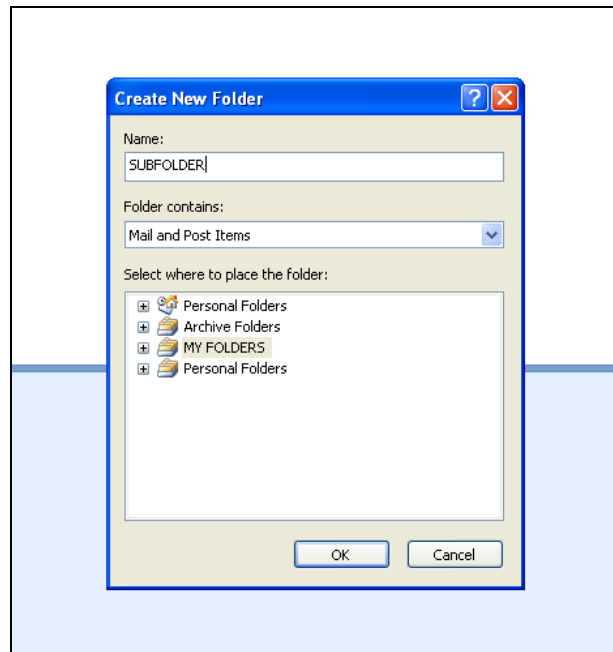
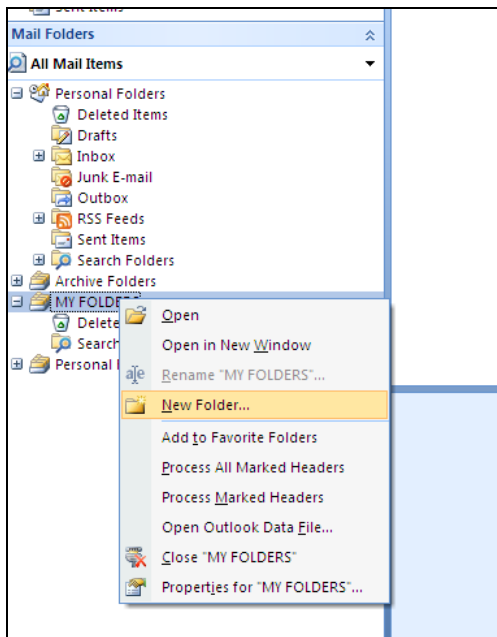
- Click OK
- **Create Microsoft Personal Folders:** YOU CAN ASSIGN A NAME FOR THE PERSONAL FOLDER TO BE CREATED (HOW IT WILL DISPLAY IN YOUR NAVIGATION PANE)
- Click OK. If you don't assign a name, it will default to Personal Folders.

THE NEW PERSONAL FOLDER WILL DISPLAY ON YOUR NAVIGATION NAME.



2) Create subfolders under your newly created Personal Folders.

- Right Click on the Personal Folder just created
- New Folder
- Assign NAME to folder
- OK



3) Migrate Messages from Exchange Mailbox to Personal Folders

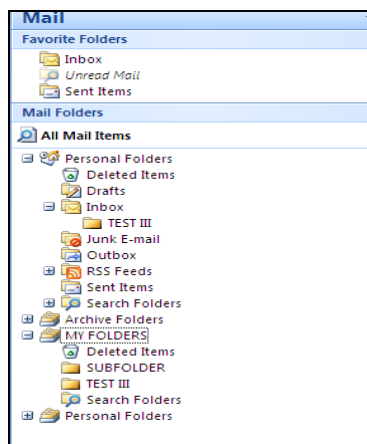
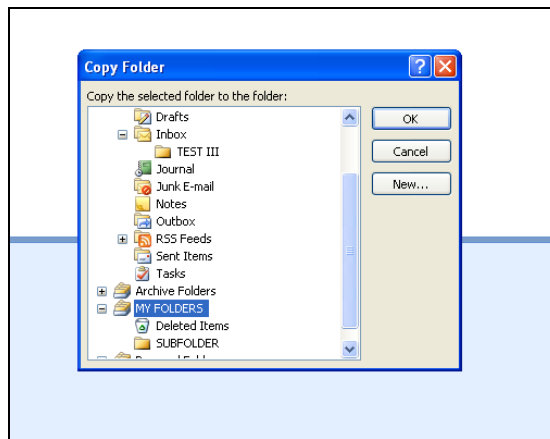
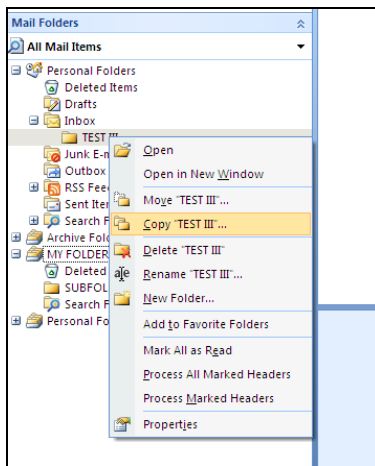
This step is IMPORTANT to free up space in your Exchange Mailbox and avoid exceeding your mail quota.

NOTE: CLOSE and REOPEN Outlook to synchronize Mailbox.

We strongly recommend **Copying instead of Moving**. It is always safer to copy, verify that all messages have been transferred and then DELETE the copied folder and/or message(s).

OPTION 1: Copying an entire folder and its contents to your newly created Personal Folder

- Right Click on folder to be copied.
- Select Copy "NAME OF FOLDER"
- Select the Folder you want to copy to from the Copy Folder dialog box
- Click OK.



OPTION 2: Copying content of a folder (messages) to a Subfolder created in Personal Folders.

- Select the message(s) to be copied
- Click on EDIT (Main Toolbar)
- Copy to Folder
- Select destination folder (any subfolder in your Personal Folders)
- Click OK

THE COPYING PROCESS MAY TAKE SEVERAL MINUTES DEPENDING ON THE NUMBER OF MESSAGES IN THE SOURCE FOLDER.

IMPORTANT:

- 1) Your Personal Folders and ALL its subfolders are saved as ONE file (PST). This is the file you originally created in step 1.*
- 2) The maximum size that a PST can hold is 20 GB, at one point it may be necessary to create a new PST to accommodate all your messages.*

4) Backing up your PST file(s)

Locate the PST file you created in Step 1.

Copy it to Mass Storage unit of your choice (flash drive, external hard drive, DVD)

5) Closing/Opening your PST file(s)

Close:

- Right Click on your Personal Folder created
- Close “personal folder”

Open:

- Click on File
- Open
- Outlook Data File
- Look for your PST file in the folder/drive you saved it in (My Documents, Mass Storage Unit, etc.)