

Creating and Using a Personal Store to Manage Mail

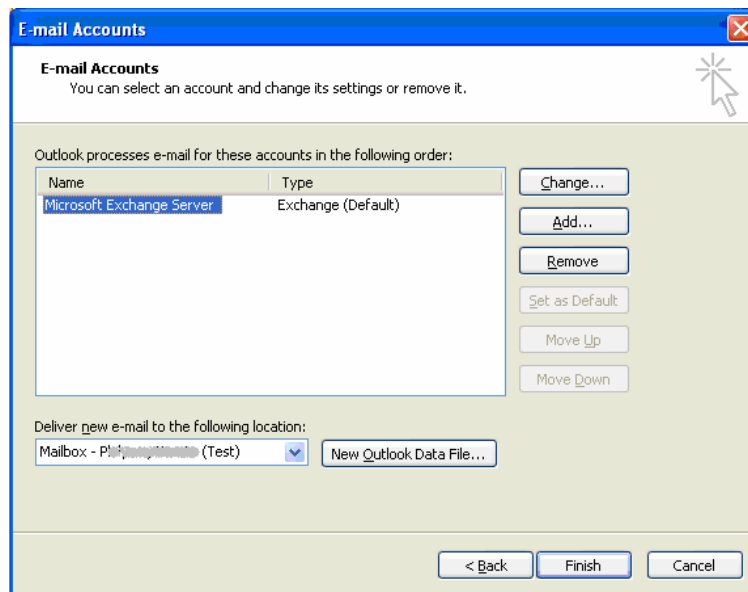
Using a Personal Store (PST) is a great way to maintain archived mail data while keeping your mailbox quota manageable. A PST is simply a type of a mailbox file on your local machine that Outlook can use. PST is the filename extension used by Outlook; it can also be known as Personal Folders or Local Folders.

How to Create a PST

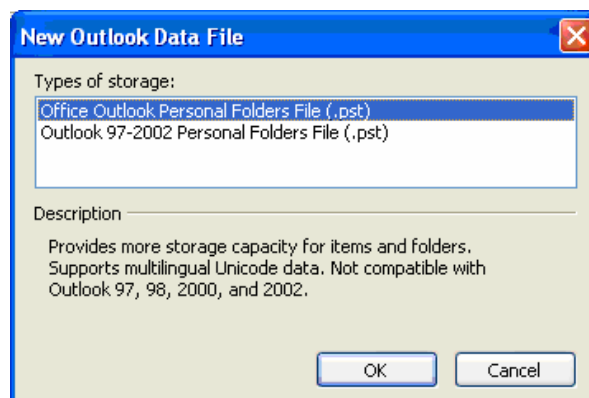
From the **Outlook Menu Bar**, select **Tools > E-Mail Accounts**.

Select the **View or change existing e-mail accounts** radio button and click the **Next** button.

In the E-mail Accounts dialog box, click the **New Outlook Data File** button.



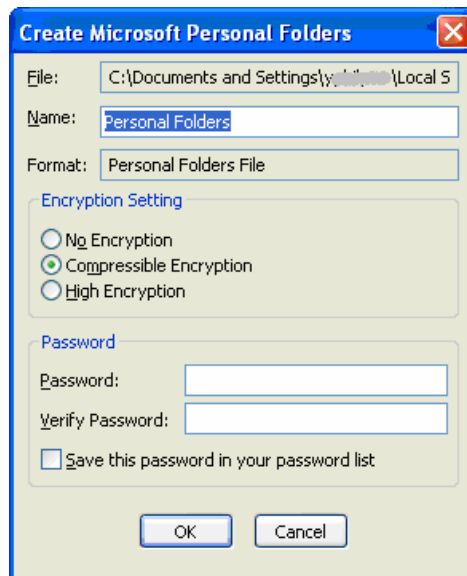
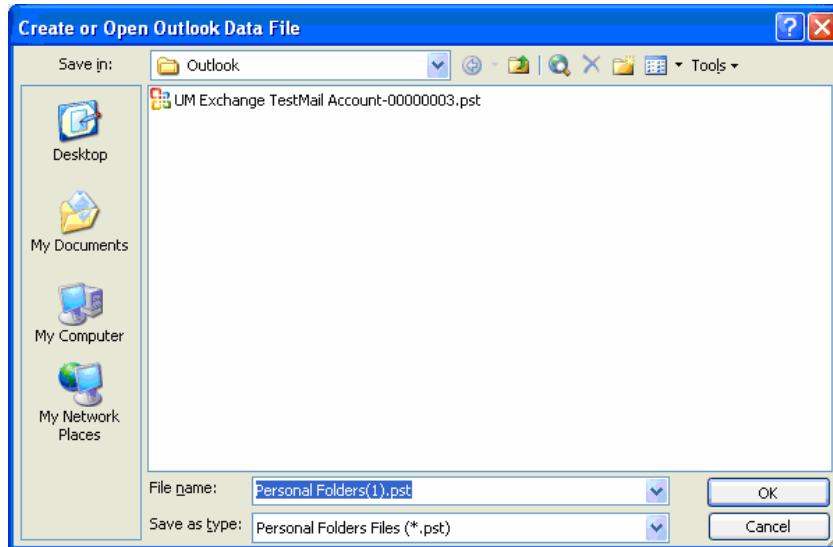
In the New Outlook Data File dialog, select **Office Outlook Personal Folders File (.pst)** and click the **OK** button.



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In the Create or Open Outlook Data File dialog, ***do not change the default location.*** Accept the defaults by clicking the **OK** button.

Note: The PST file is saved in the following location:
C:\Documents and Settings\\Local Settings\Application Data\Microsoft\Outlook

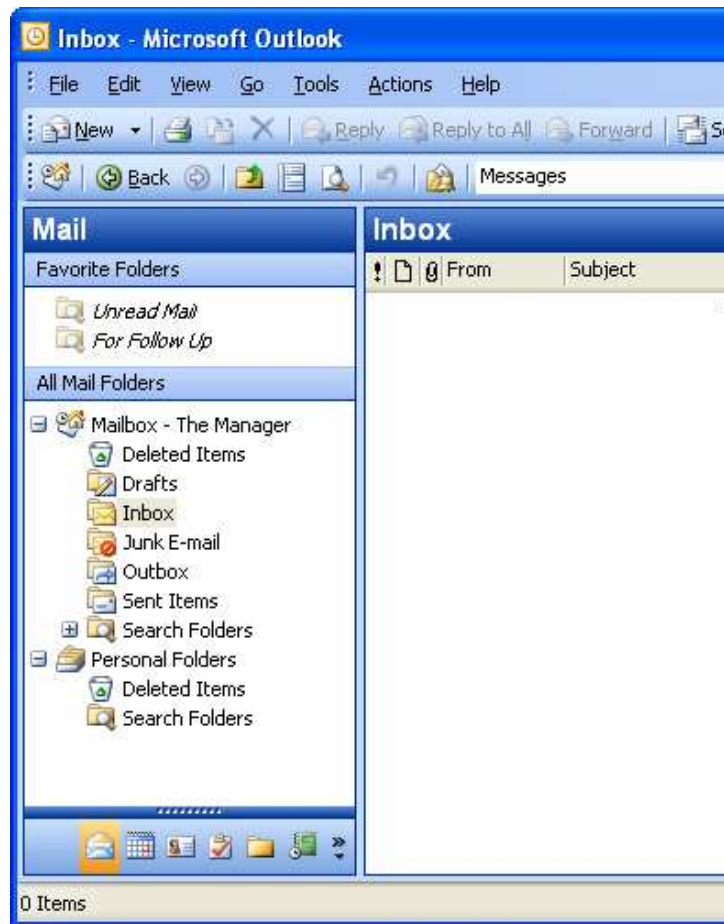


The Create Microsoft Personal Folders dialog configures some additional features. We recommend that you accept the default configuration and click the **OK** button and then the **Finish** button.

Keep in mind that if you set a password on your PST, there is ***no way to recover the password or the PST data if you lose the password!***

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You should see a new Mail Store named **Personal Folders** in the **All Mail Folders** navigation pane.

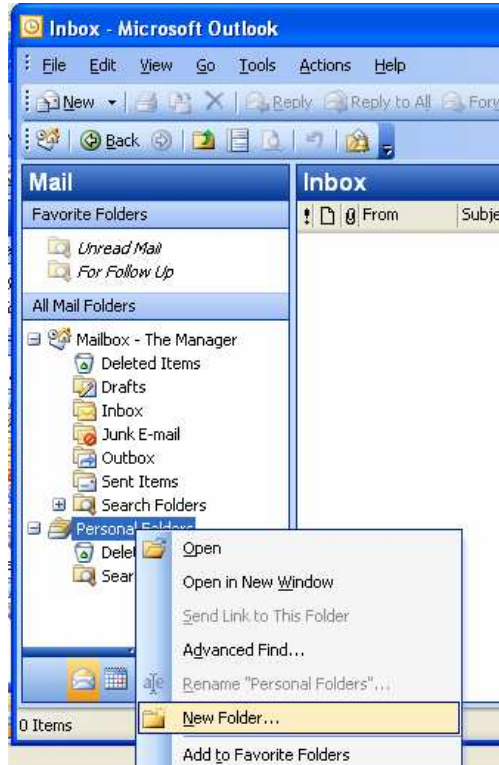


You may now click-and-drag folders from another Mailbox into the Personal Folders store, or you may create new folders under Personal Folders into which you can click-and-drag specific messages.

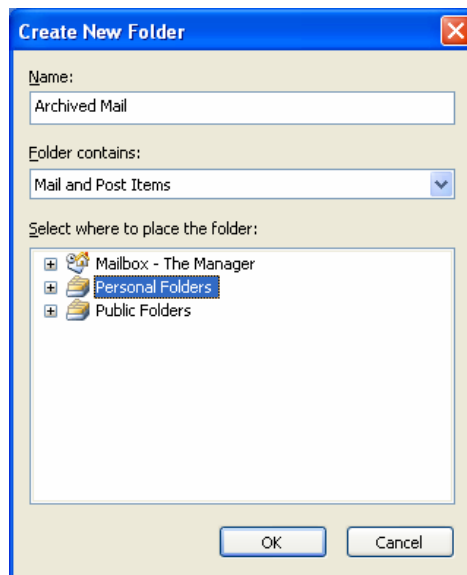
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To create a new folder under Personal Folders

Right-click Personal Folders and select **New Folder** from the menu.



In the Create New Folder dialog box, give your new folder a descriptive name and select Personal Folders as the place where this new folder will be created. Click the **OK** button.



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The new folder will appear under Personal Folders and is ready to receive new messages.

