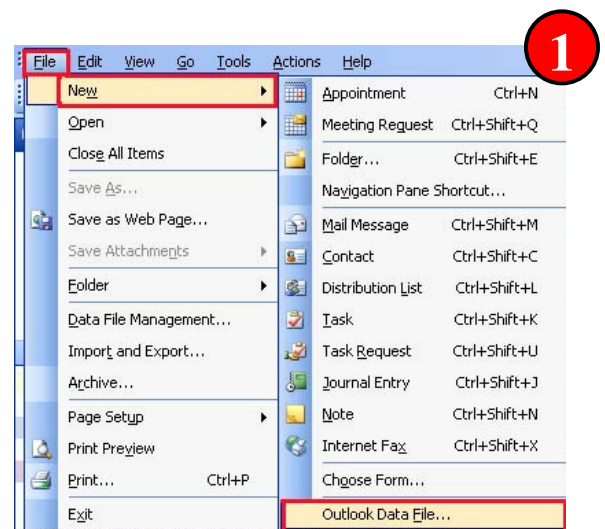


## Help Document Series: Creating Personal Folder storage in Outlook

*This document will take you through the steps of creating a personal folder. The personal folder, sometimes referred to as a PST file because of the file extension, is a local file (not on the mail server; on your computer) where you can easily store email messages. You will only be able to access these messages from the location where you store them. You will also have the ability to back this file up.*

### Step 1

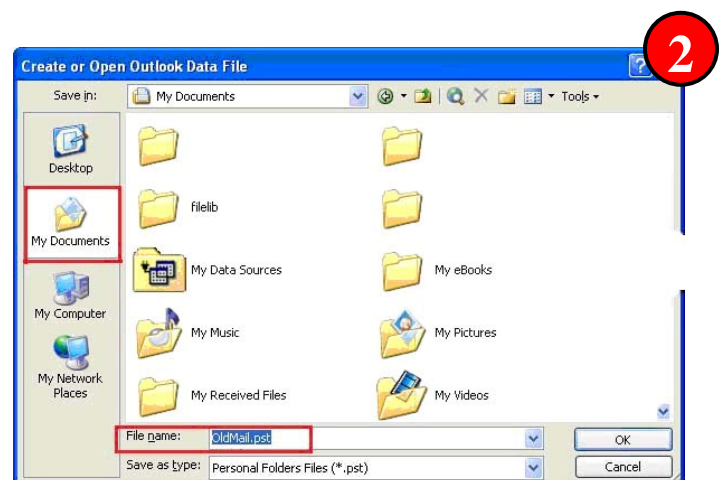
From within **Outlook** click on the **File** menu and from the drop-down, select the **New** option and then the **Outlook Data File...** option.



### Step 2

A new window, **Create or Open Outlook Data File** will open, you will be prompted to save the Personal Folder (also referred to as a PST file) to a location and provide a name for it. Select the **My Documents** icon from within the window and then create a new folder called Outlook or Email with the **New Folder** button.

Next, provide a name for your PST in the **File name:** text field that reflects of the type of mail you will be storing. For example – you may want to store all your email from 2005-2006, name it Mail\_05-06. Now click the **OK** button.



If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu).

11/1/2007

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### Step 3

In the next window you want to provide the same name of your PST file in the **Name:** text field, just as you did in Step 2. This is the name that will appear in the folder list in Outlook and will help you differentiate it from any additional personal folders you may wish to create in the future.

Check the **No Encryption** radio button and then click the **OK** button.

Note: If you opt to use encryption, use a password, and later forget the password, you will not be able to recover the items in the PST.



### Step 4

The personal folder you just created should appear in the **All Mail Folders** list in Outlook. You can now create additional folders under this folder and begin moving messages.

#### Note.

Now that you've created your Personal Folder you may want to make a back-up copy of it. To do this, you must close out all your Outlook windows, and Outlook. You can now use your CD/DVD burning software to burn it to a DVD or CD or you can connect a flash drive or external hard drive and drag and drop the PST file you created onto the drive.

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