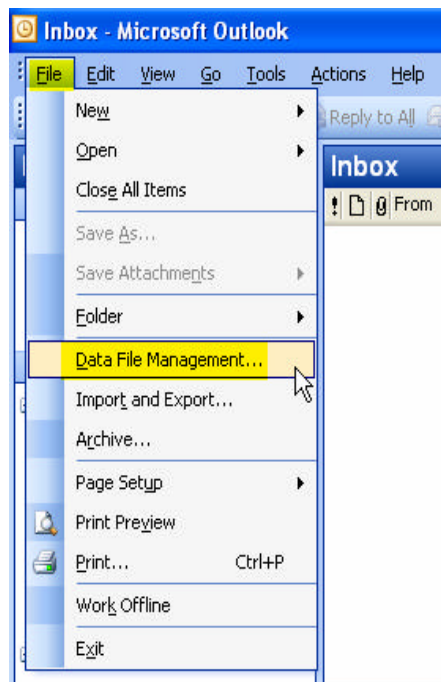


## Creating a Personal folder [.pst file] in Outlook

A Personal Folder is a special file used to store Outlook items. Below are the instructions to create Personal Folder files to organize your email.

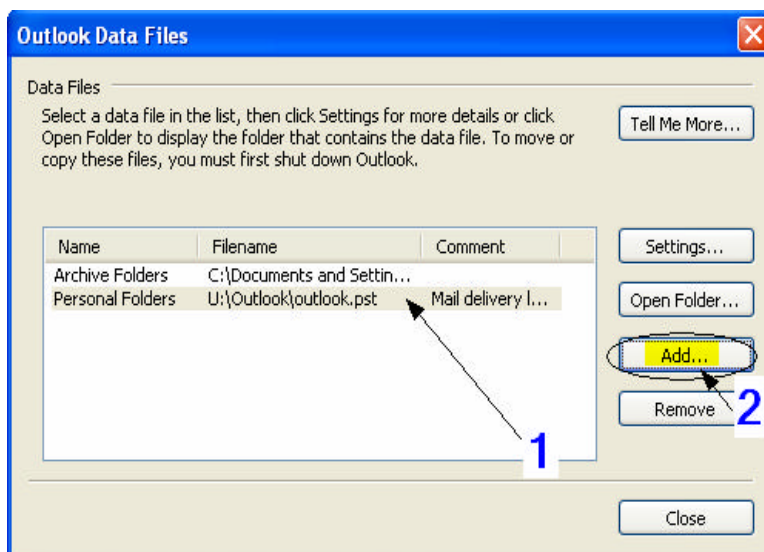
### STEPS:

#1- From Outlook, select **File> Data File Management** from the menu



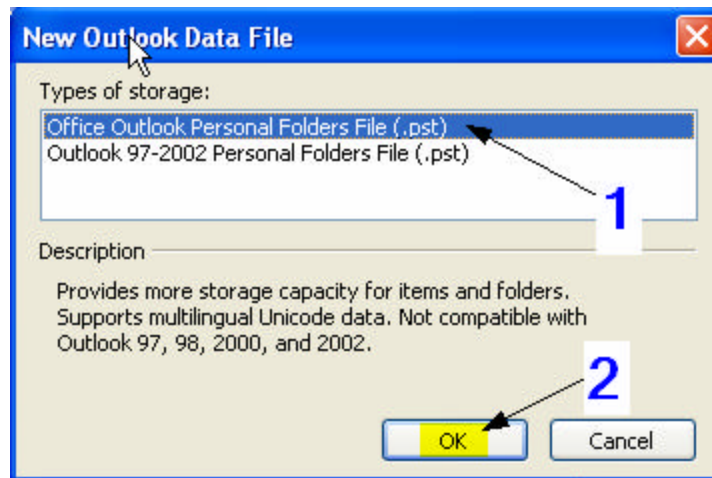
#2- The “Outlook Data Files” box will be shown

- Select “Personal Folders” data file from the list
- Click the “Add” button



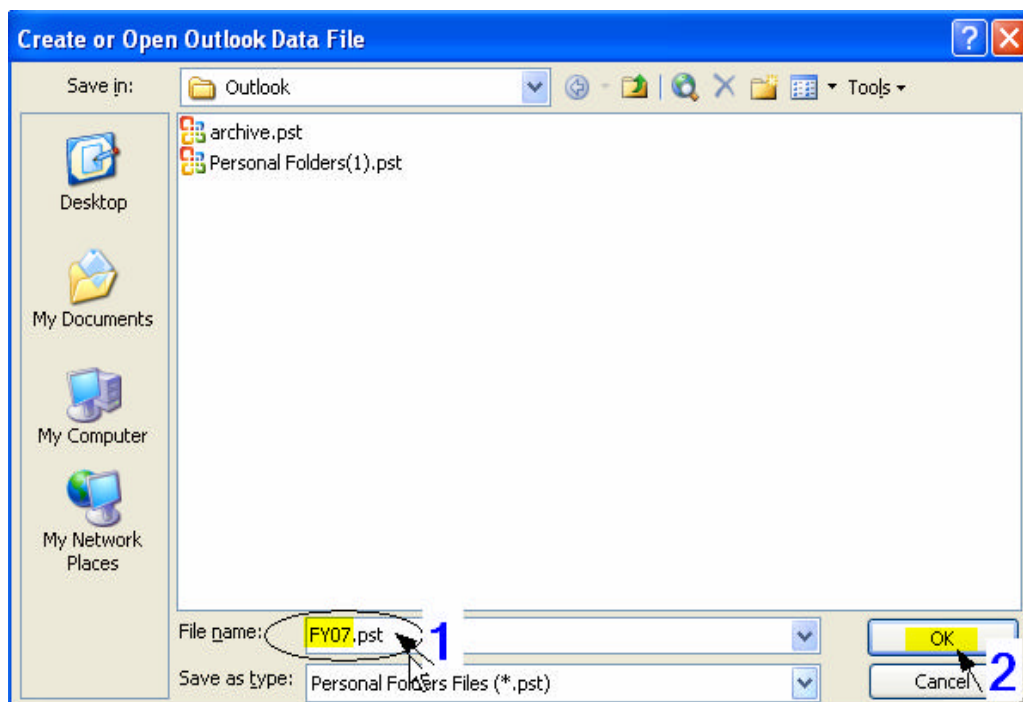
#3- The “New Outlook Data File” box will be shown

- Select “Office Outlook Personal Folders File (.pst)” from the list
- Click the “OK” button



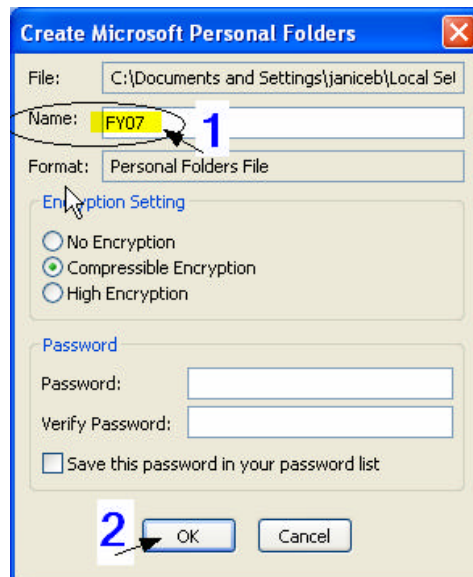
#4- The “Create or Open Outlook Data File” will be shown

- In the File Name field, type the name you want to use for your folder [E.g. FY07] with the .pst file extension
- Click on the “OK” button



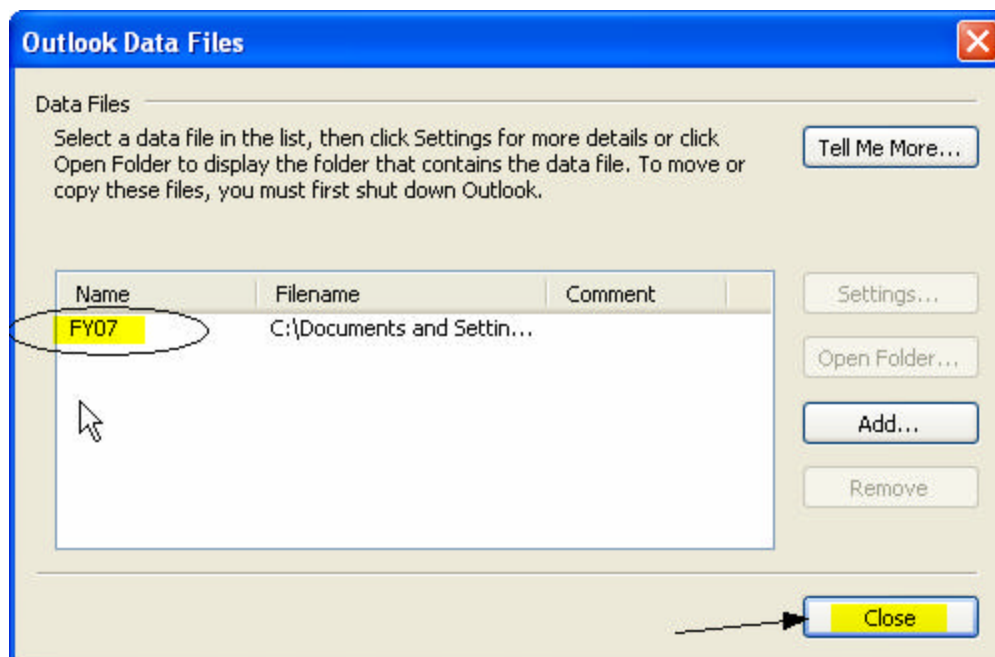
#### #5- The “Create Microsoft Personal Folders”

- In the Name field, enter the same name as the .pst file name entered in the previous step
- Click on the “OK” button

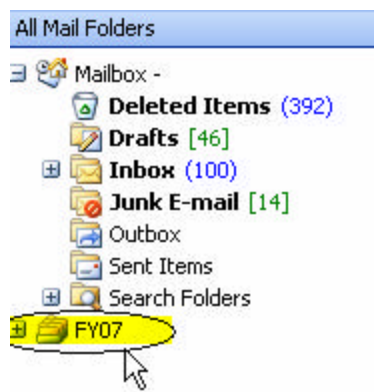


#### #6- The “Outlook Data Files” box will be shown

- Your Personal file will be shown
- Click on the “Close” button



#7- Your Personal Folder (.pst file) will be displayed at the bottom of “All Mail Folders” list



## Move emails to a Personal Folder (.pst file) you created

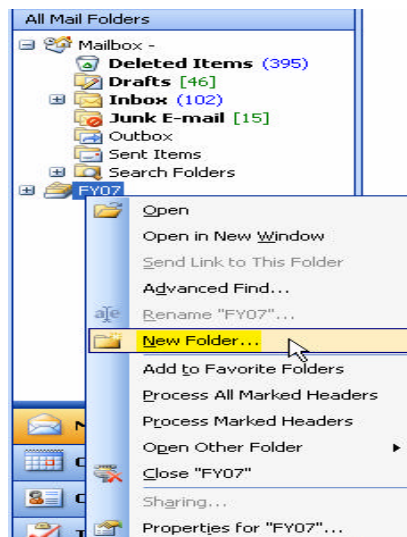
### STEPS:

- #1- From Outlook, open a Folder that contains email(s) you want to move
- #2- Click on the email and drag it into the Personal Folder
- Follow the same steps for any other emails you want to move into this folder
- #3- Once emails have been moved, click on the Personal Folder to view

## Create a subfolder within a Personal Folder

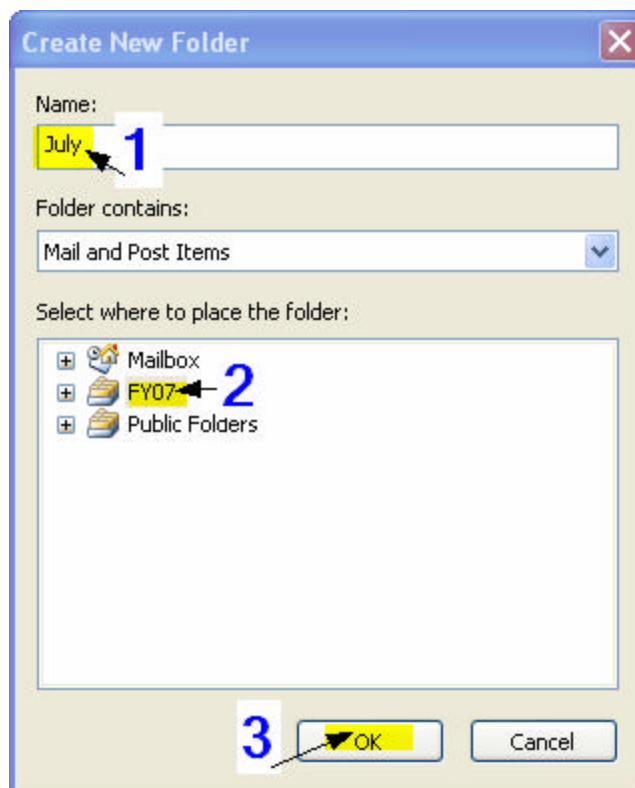
### STEPS:

- #1- Select the Personal Folder on the Navigation Pane under All Mail Folders
- #2- From the File menu, select Folder> New Folder or Right-click and select “New Folder”



#3- The “Create New Folder” box will appear

- In the Name field, enter the name of the subfolder
- Under “Select where to place the folder”, select the Personal Folder [E.g. FY07]
- Click on the “OK” button



The subfolder is now listed under the Personal Folder

