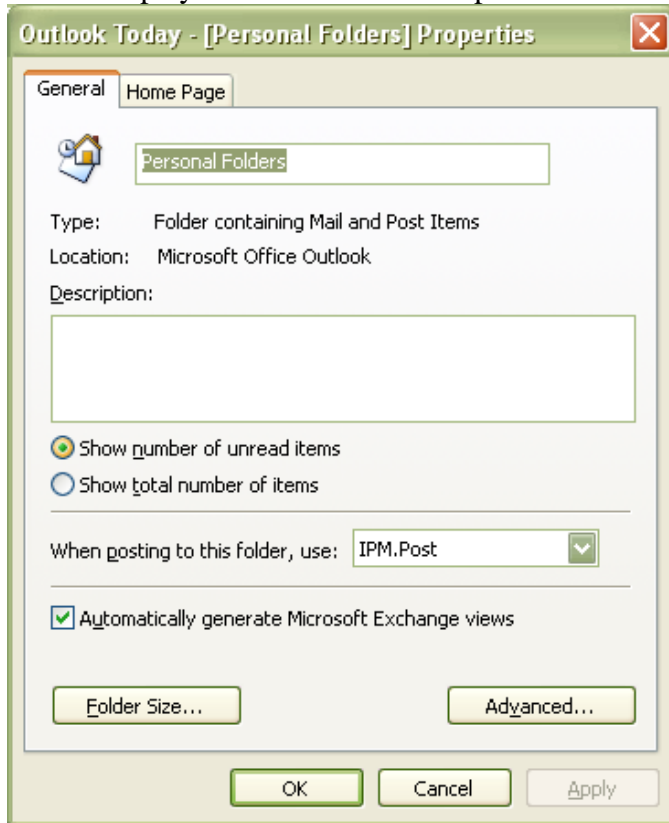


After PST Re-Organization - Compacting

After the additional PST file creation and file movement, the original PST file needs to be compacted to optimize the space used by the PST file on the U:\ drive.

1. Right click on your main PST file, usually noted by “Outlook Today – Personal Folders” display name and select “Properties for Personal Folders” option:



2. Click on the Advanced... button to display the advanced options:



3. Click on the “Compact Now” button. **NOTE: If you moved a lot of folders and files, it may take from 5 minutes to 30 minutes to compact your PST file. You may want to plan the Compacting of your Outlook PST during lunch or an hour long meeting.**

Please contact the ITS Help Desk at <http://www.finance.upenn.edu/its> with any questions.