

Creating Personal Folders

All messages are handled by the Exchange Server, this arrangement allows access to mail via the Internet from any computer on or off campus. However, you do have the 500 MB limit.

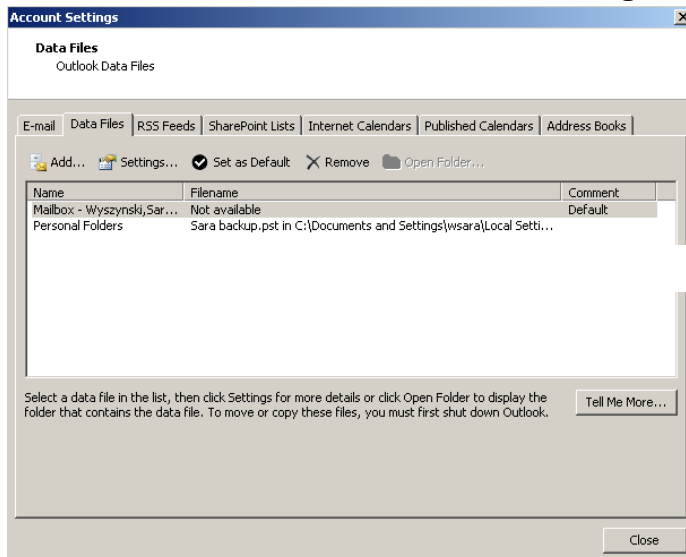
As an alternative to storing mail on the server you can choose to store items on your local computer's hard drive by placing these in a Personal Folder. It is important to keep in mind the following concepts when working with Personal Folders:

- Personal Folders are NOT viewable via Outlook 2007 Web Access.
- If the storage quota on the server approaches the maximum 500 MB, items can be moved to Personal Folders to free up space on the server.
- Personal Folders are available even when the network or mail delivery service is down.
- Personal Folders should only be stored on your local drive, DO NOT store Personal Folders on a network drive.
- Personal Folders are NOT backed up unless you do the back up.

Creating a Personal Folder



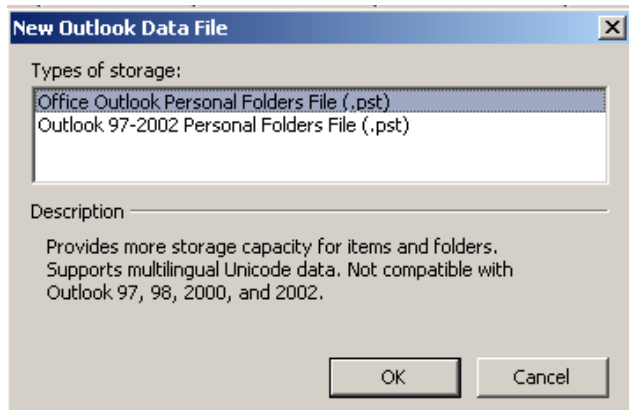
1. From the menu select **File, Data File Management**.



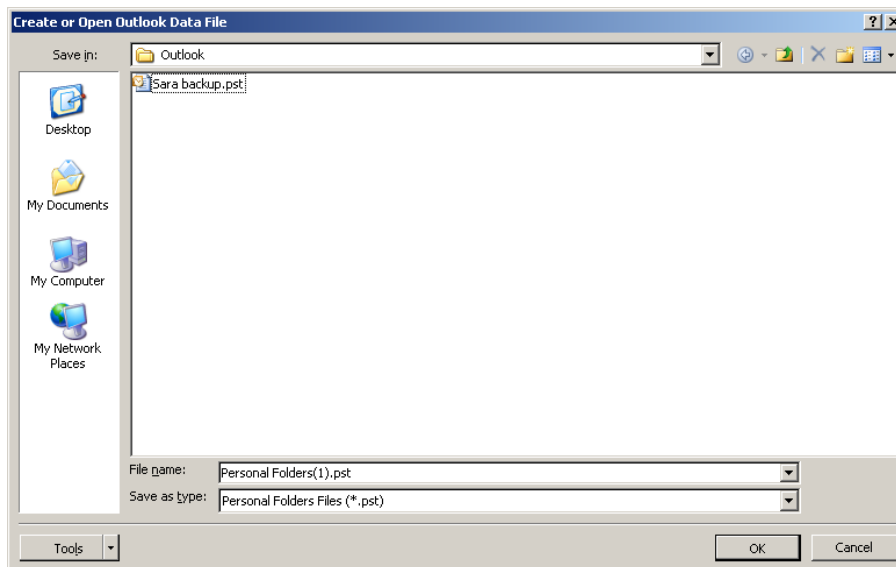
Be sure that you are on the Data Files tab.

2. If you want to learn more about data files, click on the **Tell Me More** button.

3. Click on the **Add**  **Add...** button.



4. Select the option for **Office Outlook Personal Folders File (.pst)**. Click on the **OK** button.

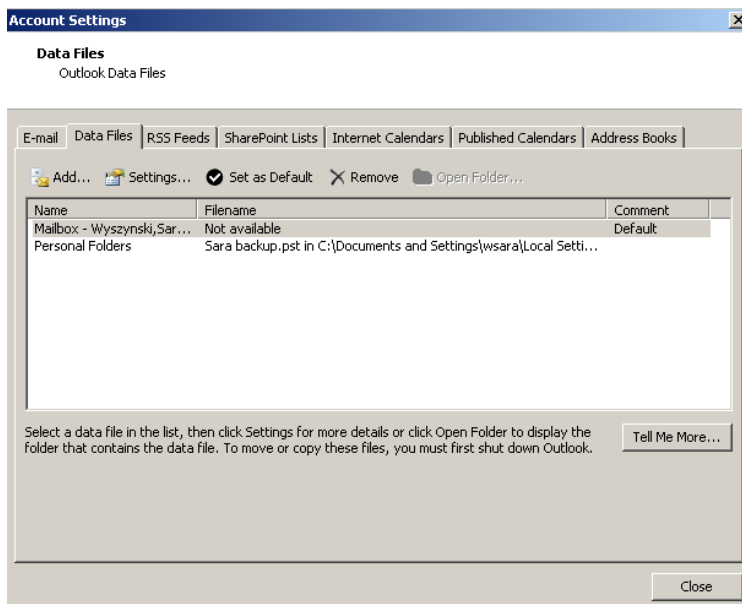


5. In the File name field, enter a name such as your last name. Do not remove the file extension of .pst. Your file name should appear similar to the following:
lastname.pst

6. Click on the **OK** button.

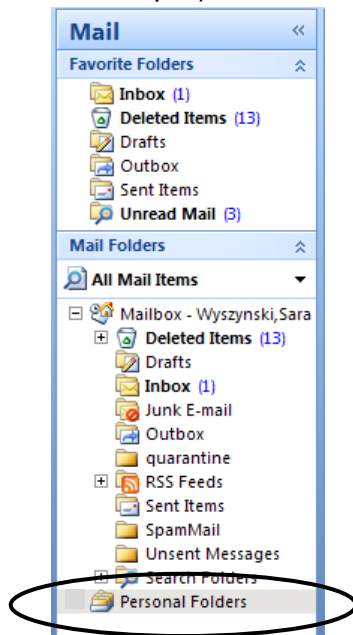


7. In the **Name** field, enter a name for the Personal Folder file. A good idea is to use one's own name (i.e. Sue Smith) or specify "Personal Folders" for the folder name. Another option is to name the file, Personal Folder (Sue Smith), placing a name after the indication of the type of folder.
8. Click on the **OK** button.
9. The Data Files tab displays again. Notice that there is now a listing for the Personal Folders shown as a data store.



10. Click on the **Close** button.

11. You now have a Personal Folder created. In the Navigation Pane, look for the folder you created (you name or Personal Folder- depending on what you named it in Step 6).

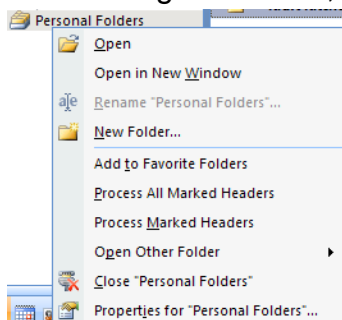


Creating Sub-Folders

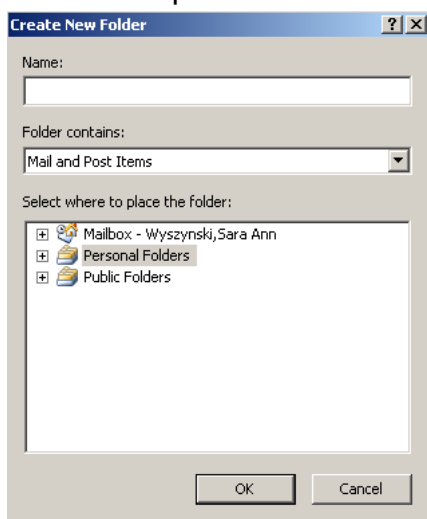


After you create your Personal Folder, you can create sub-folders that will help you categorize mail messages. Sub-folders enable easy searching for messages, rather than storing all messages in one giant space.

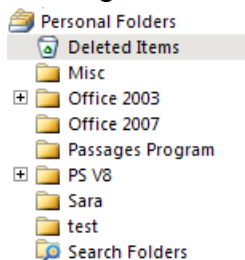
1. In the Navigation Pane, right click over the **Personal Folder**.



2. Select the option for **New Folder**.



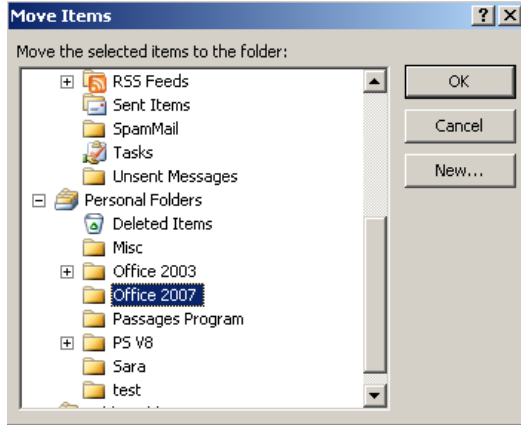
3. Enter a name for the folder in the **Name** field.
4. Click on the **OK** button.
5. Continue to create folders that will allow you to organize and store your e-mail messages efficiently.



Moving Messages



1. After you create folders and sub-folders you can simple drag and drop messages from the Inbox into your Personal Folders.
2. You can also right click over a message and select the option for Move to Folder.



3. Select the folder and click on the **OK** button.