
The Exchange Server and Personal Folders

All messages are handled by the Exchange Server; this arrangement allows access to mail via the Internet (refer to the document, *Accessing Microsoft Outlook 2003® from the Web*) from any computer on or off campus as well as from the local computer.

As an alternative to storing mail on the server, one may choose to store items (or some mail messages or other items) on a 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:

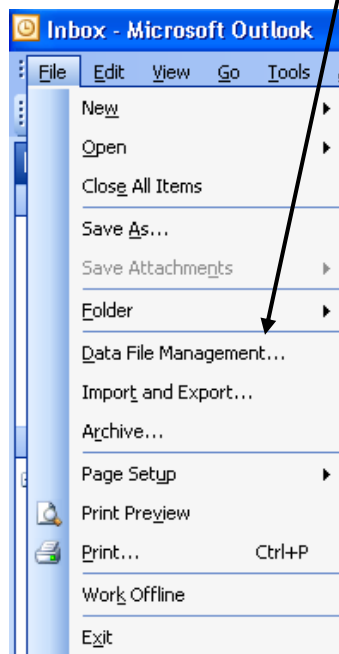
- Personal Folders are NOT viewable via *Outlook 2003 Web Access*.
- If the storage quota on the server approaches the maximum (100 MB), items can be moved to Personal Folders to free up space on the server.
- Personal Folders are available even when the network or mail delivery service is down.
- Personal 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 the desktop's owner initiates file back-ups.

Creating a Personal Folder

A personal folder can be created and then sub-folders added to help categorize mail messages. Sub-folders enable easy searching for messages – rather than storing all messages in one giant space. **Keep in mind-- personal folders are NOT be backed up unless the owner of the local unit chooses to back up the folder.**

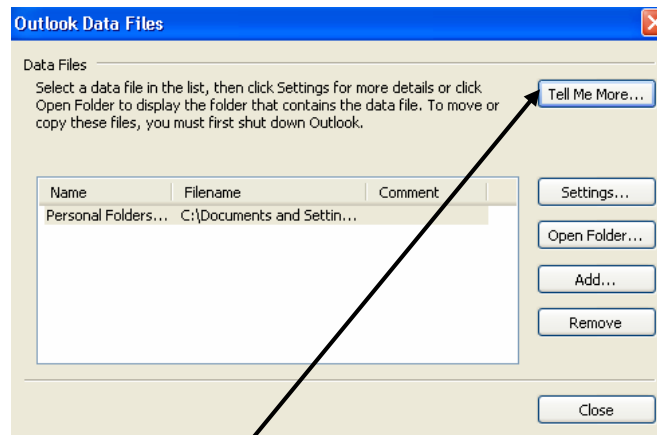
To create a Personal Folder:

1. From the menu bar: **File > Data File Management**

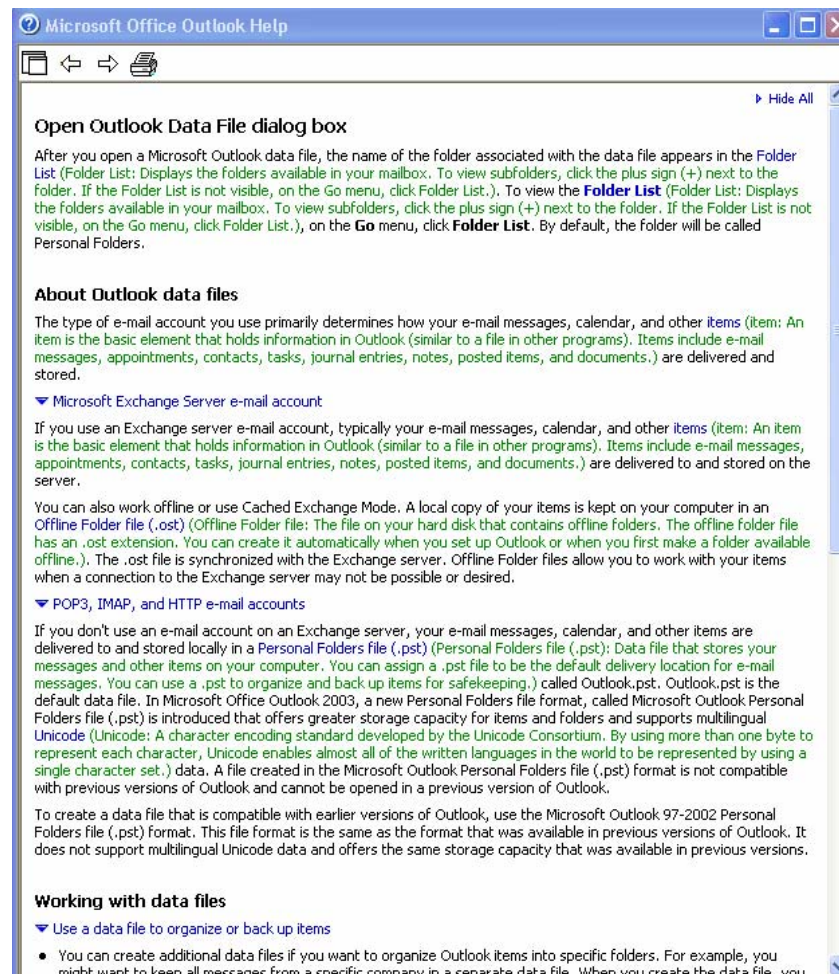


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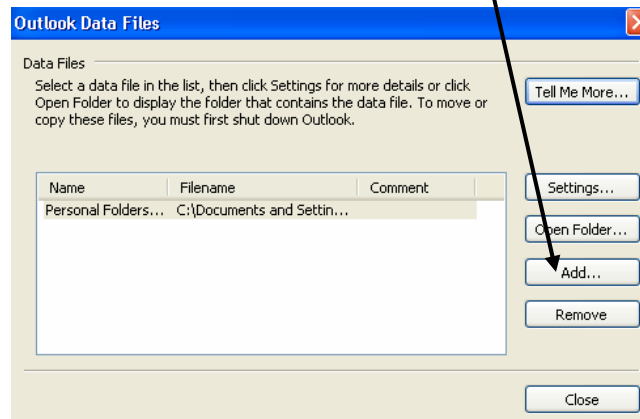
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The **Outlook Data Files** dialog box opens.

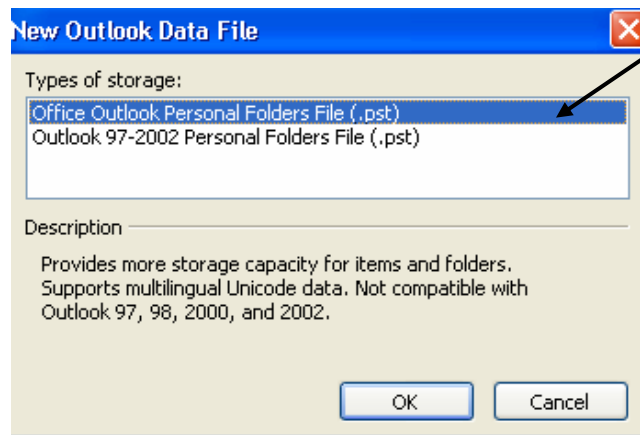
2. If one wishes to learn more about data files, click the button in the upper right corner entitled, **Tell me more . . .**. Make certain to click the hyperlinks which expands the information on data files, if interested in a specific sub-topic.



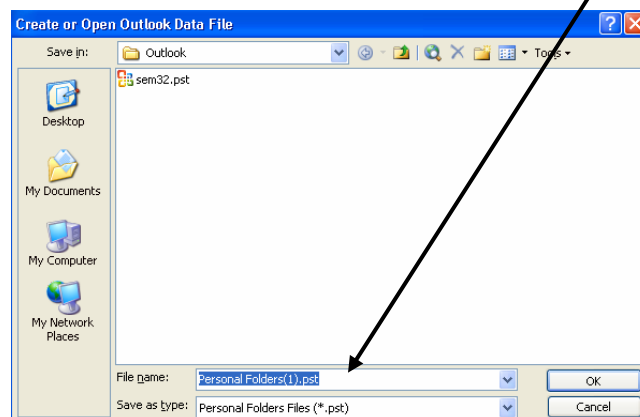
3. In the **Outlook Data Files** dialog window, click **Add**.



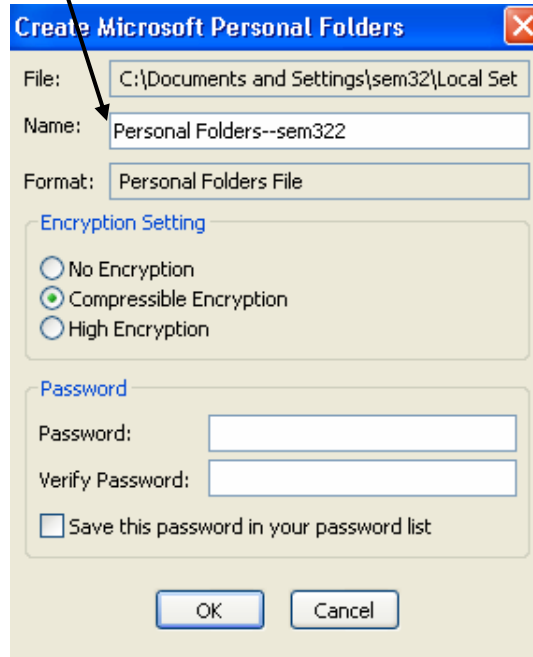
4. The **New Outlook Data File** window appears, under **Types of storage** the program indicates it will be creating **Personal Folders File (.pst)**. Choose **Office Outlook Personal Folders File**. Click **OK**.



5. The **Create or Open Outlook Data File** dialog window appears. It is suggested NOT to change the default location shown in **Save in** field at the top of the window. Specify a name for the file in the field **File name**; a good suggestion would be to use one's last name or initials. If shown, do not remove the file extension, *.pst. Click **OK**.



6. In the field identified as **Name**, enter a name for the Personal Folder file. A good idea is to use one's own name (e.g., *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.



7. **Do not** change the default **Compressible Encryption** in the **Encryption Setting**.
 8. A Personal Folder may be password protected.

NOTE: If this password is forgotten, it is not possible for the technical staff to determine what is was and the mail would become unrecoverable.

9. Click **OK**.
 10. The **Outlook Data Files** dialog box is re-displayed. Notice that there is now a listing for the **Personal Folders** shown as a data store. Click **Close**.

