



Presenting:

How to Save Your Email: Creating Personal Folders in MS Outlook



Copyright 2005 Office of Instructional Technology Services, San Antonio ISD
May be reproduced for non-profit, educational use so long as credit is given

Office of Instructional Technology Services 1702 N. Alamo, Suite 111: San Antonio, TX 78215

Phone: 210-527-1400; Fax: 210-281-0257

Web: <http://itls.saisd.net>

Creating Personal Folders in MS Outlook

Published by:

The Office of Instructional Technology Services
San Antonio ISD
1702 North Alamo
San Antonio, Texas 78215

Copyright © 2005 San Antonio ISD. May be reproduced for non-profit, educational use so long as credit is given.

For general information on Instructional Technology products and services please contact:

Miguel Guhlin, Director
Instructional Technology Services
Phone: (210) 527-1400
Fax: (210) 281-0257
Email: mguhlin@saisd.net
Web site: <http://itls.saisd.net>

Direct any questions, comments or corrections to mguhlin@saisd.net.
Your assistance will be greatly appreciated.





Table of Contents

<u>Topic</u>	<u>Pages</u>
Why You Need to Save Your Email using Personal Folders in MS Outlook	
While Outlook is Open	
From the File Menu	4-5
From the Tools Menu	6-7
While Outlook is Closed	8-9
Notes About the Personal Folders (.pst) File	10
Security Setting for the Personal Folders (.pst) File	
Encryption settings	11
Passwords.....	12
Citations	12

Why You Need to Save Your Email using Personal Folders in MS Outlook

If you use Microsoft Exchange Server, your e-mail messages, calendar, and other items are delivered to and stored on the server. Over a period of time, your content may take up the space allocated to your account on the server.

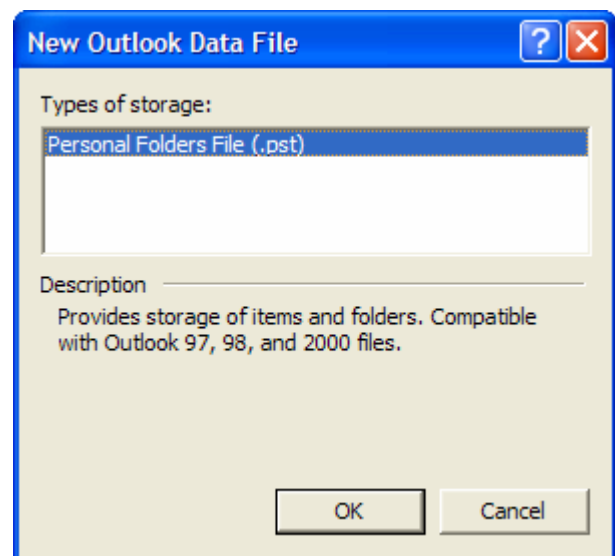
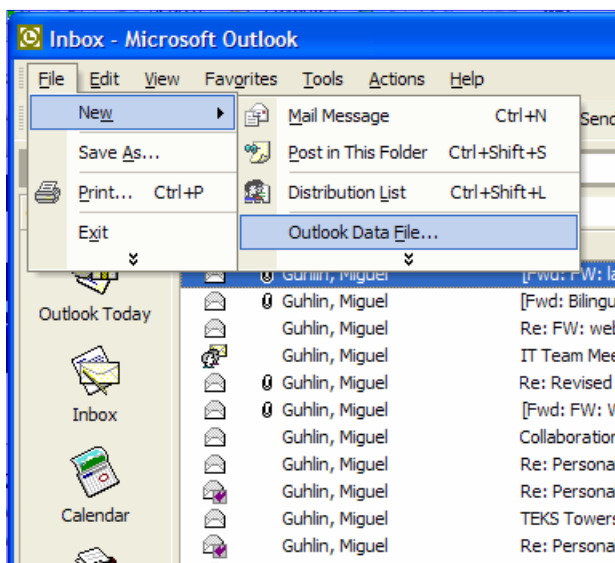
To save space in your e-mail section on the server, your e-mail messages, calendar, and other items can be delivered to and stored locally in a personal folders (.pst) file located on your computer.

The personal folders (.pst) file is the same as in previous versions of Outlook, and is compatible with Microsoft Outlook 2000, Microsoft Outlook 98, and Microsoft Outlook 97.

How to Create a Personal Folders (.pst) File While Outlook is Open

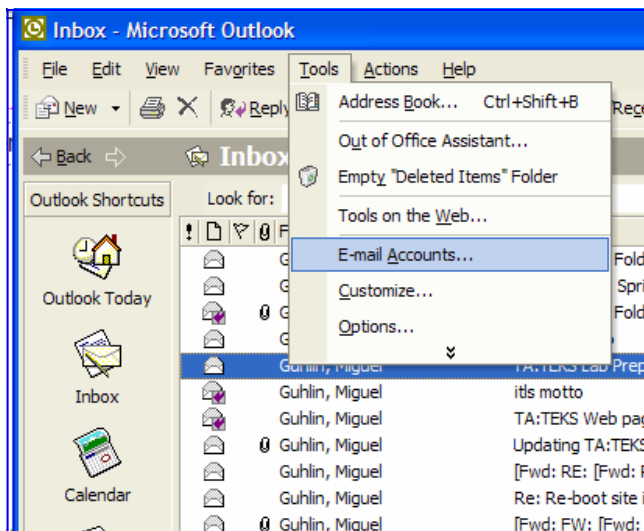
Use the following steps to create a personal folders (.pst) file when Outlook is open.

How to Create a New Personal Folders (.pst) File from the File Menu

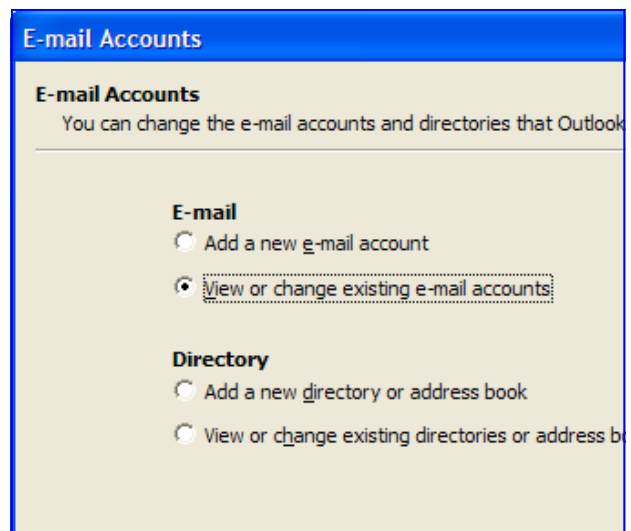


1. On the File menu, point to New, and then click Outlook Data File.
2. Under Types of storage, click Personal Folders file (.pst), and then click OK.

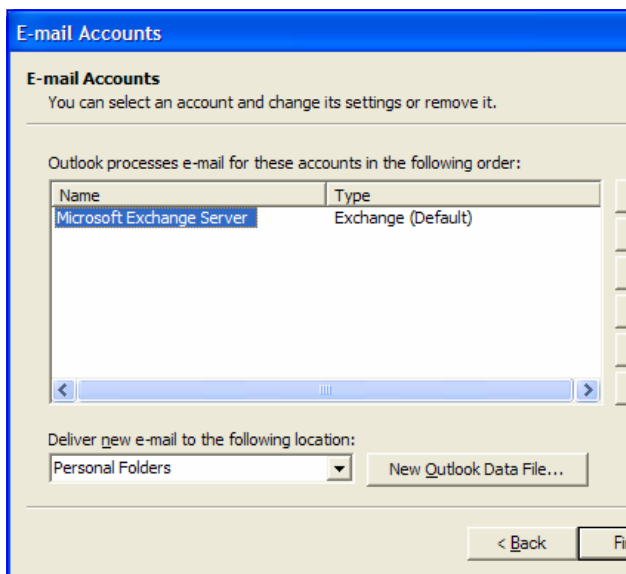
How to Create a New Personal Folders File from the Tools Menu



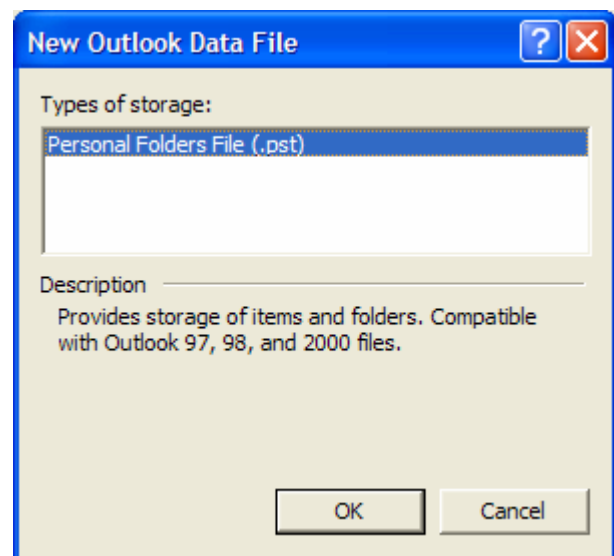
1. While in Outlook, click Tools, and then click E-Mail Accounts to open the E-Mail Accounts dialog box.



2. Under the E-Mail section, click View or Change Existing Email Accounts, and then click Next.



3. In the E-Mail Accounts dialog box, click the New Outlook Data File button.



4. Under Types of Storage, click Personal Folders File (.pst), and then click OK.