

## Guide to creating a personal folder file in Outlook 2003

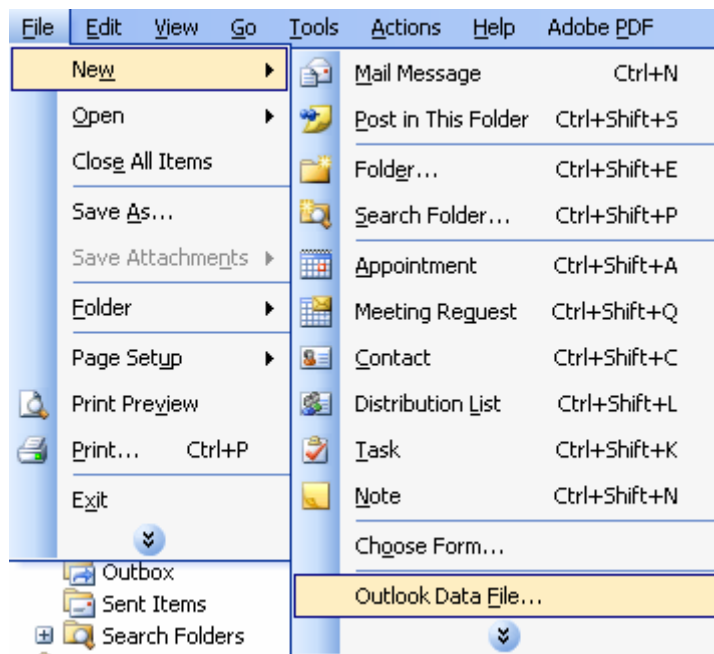
The following guide explains how to create an Outlook 2003 Personal folder file (PST) in order to electronically file E-Mails, Contacts, tasks etc. This is good practice in order to file your work in a logical order. Mail items stored in this way are not held on Managed Exchange so please be careful where you store your personal folder file

Software Required: Outlook 2003

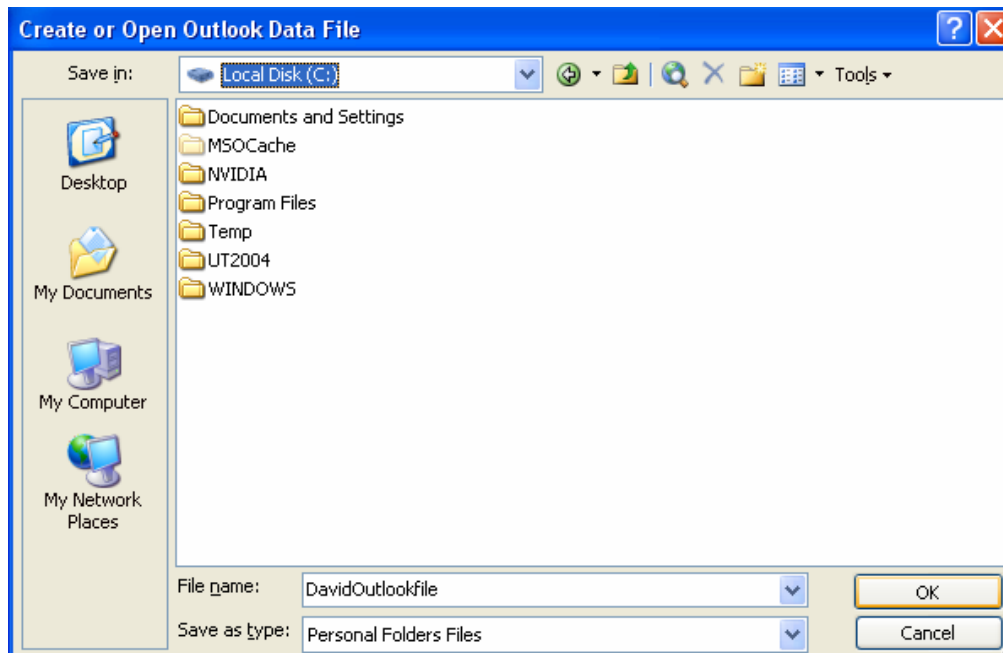
**Step 1:** In Outlook go to **File – New –Outlook Data file** (fig 1)

**Step 2:** Enter your name in the File name field followed by a descriptor for example “David Outlook file”

**Step 3:** In the **Look in** box specify a location for the Personal folder. We would recommend a location where back ups occur (fig 2)



*Fig 1 – Creating a new data file to store mail items*



*Fig 2 - Naming the Personal folder file and setting a location*

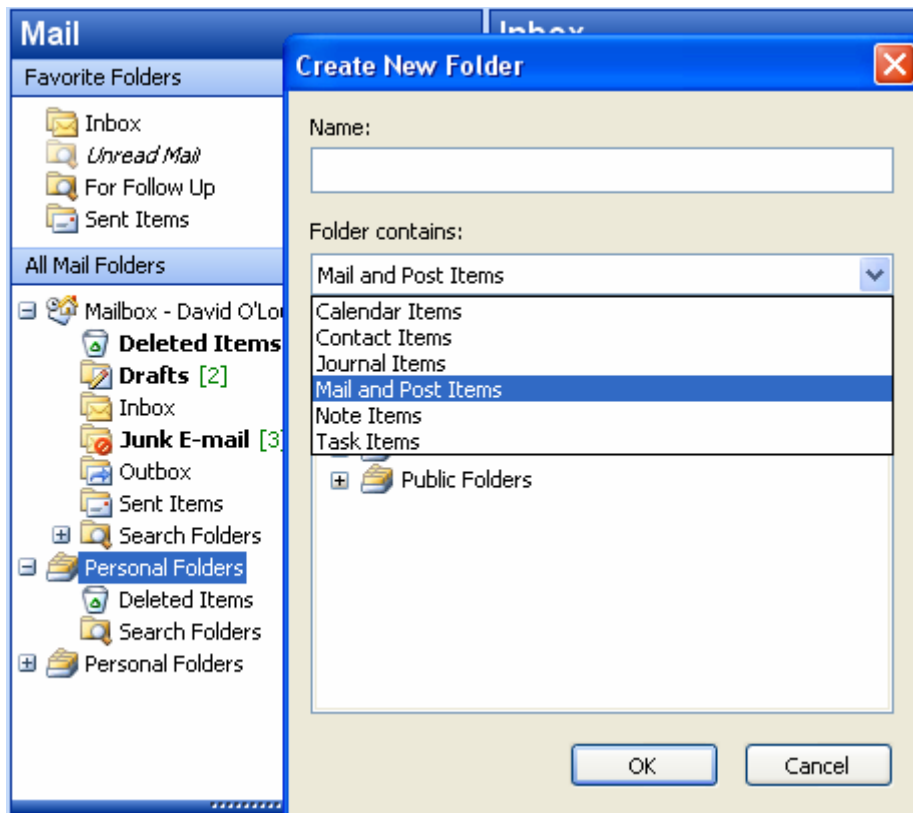
Step 4: Select **OK**

Step 5: In the next window you can password protect your Personal folder file. If you would like to do this then enter the password and select **OK**. If you do not select **OK** (fig 3)

Step 6: Your Personal folder file has now been created and appears in your folder list on the left hand side

Step 7: You can create new folders by right-clicking the Personal folder and selecting **New folder**

Step 8: Select which type of items you would like to store from the **Folder Contains** list and enter a name for the folder



*Fig 3 - Creating new folders from your Personal folders*

Step 9: Now you can Drag or Move items from your Mailbox into your Personal folder store

Step 10: You are finished!

