

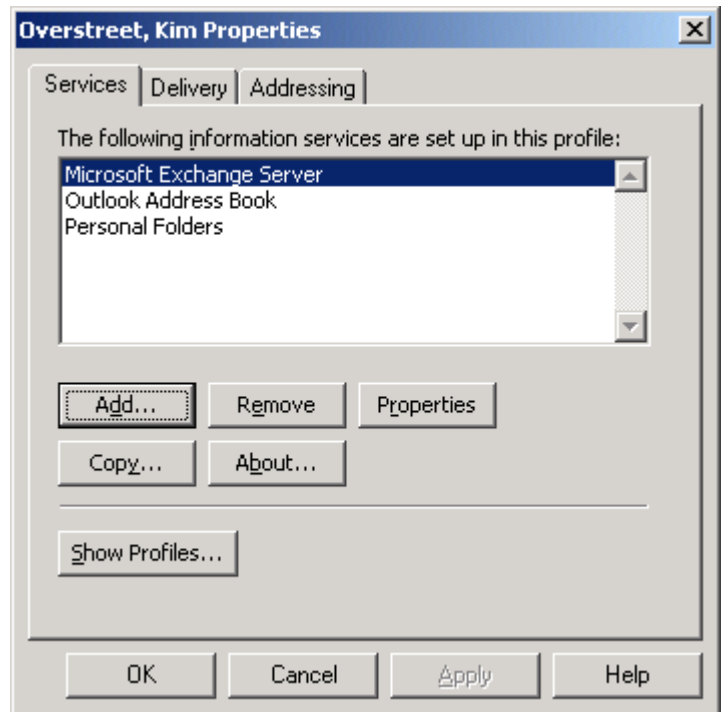
## Setting up Personal Folders in Outlook

Personal folders are needed when you want to save lots of email messages that you have sent and received, but you don't have room to keep it in your inbox due to size limitations set up by the email administrator. Follow these directions to set up the personal folders.

1. Right Click on Outlook Icon.
2. Choose Properties.
3. You will see a window like this one.

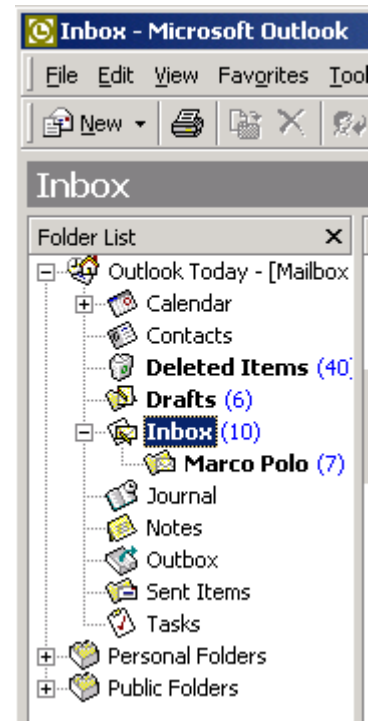
However, you won't see the Personal Folders until after you've followed the directions.

4. Click on the Add button
5. Scroll to the bottom of the next screen until you see Personal Folders.
6. Highlight Personal Folders and click OK.
7. You will then be asked where you want to save this file. I recommend saving it either on the server in your user folder (where you and the STC are the only ones with rights to it) or to your hard drive in My Documents where you know where it is. Either way, find where you want to save it and give it a name that will make sense. (Mine is email.pst) It will automatically put the .pst extension on the file.
8. When you see this next window, just accept the defaults and click OK.
9. Now you will see Personal Folders in that first window like the picture above.



Now open Outlook.

- You should see a folder list to the left of your email like in the picture. If you don't see the folder list, click on View in the menu bar and then select Folder List.
- Below all of your Inbox folders you will see Personal Folders.
- If you click on the + next to it you will see that it has a deleted items folder in it and that's all. You can create new folders in there or if you already have folders under your Inbox, you can click on them and drag them on top of Personal Folders and they will move. (For example, I could drag my Marco Polo folder down and move it to Personal folders and everything inside that folder would move.)
- If you want to move individual email messages into your new folders, just click and drag them over. If you want to move lots of messages there are two ways to do it.
- To select everything click on the first message and then hold the shift key down and click on the last message. Everything between will be highlighted. (You can now let go of the Shift key.) Then with everything highlighted, you can click on any one of those messages and drag it over to the Personal Folder and it will move everything that is highlighted.
- To select several different messages, but not everything, you can hold the Ctrl key down while clicking. Then drag the highlighted messages over just like you did above.



As always, let me know if you run into any problems with this! **Good Luck!**