

April 2009

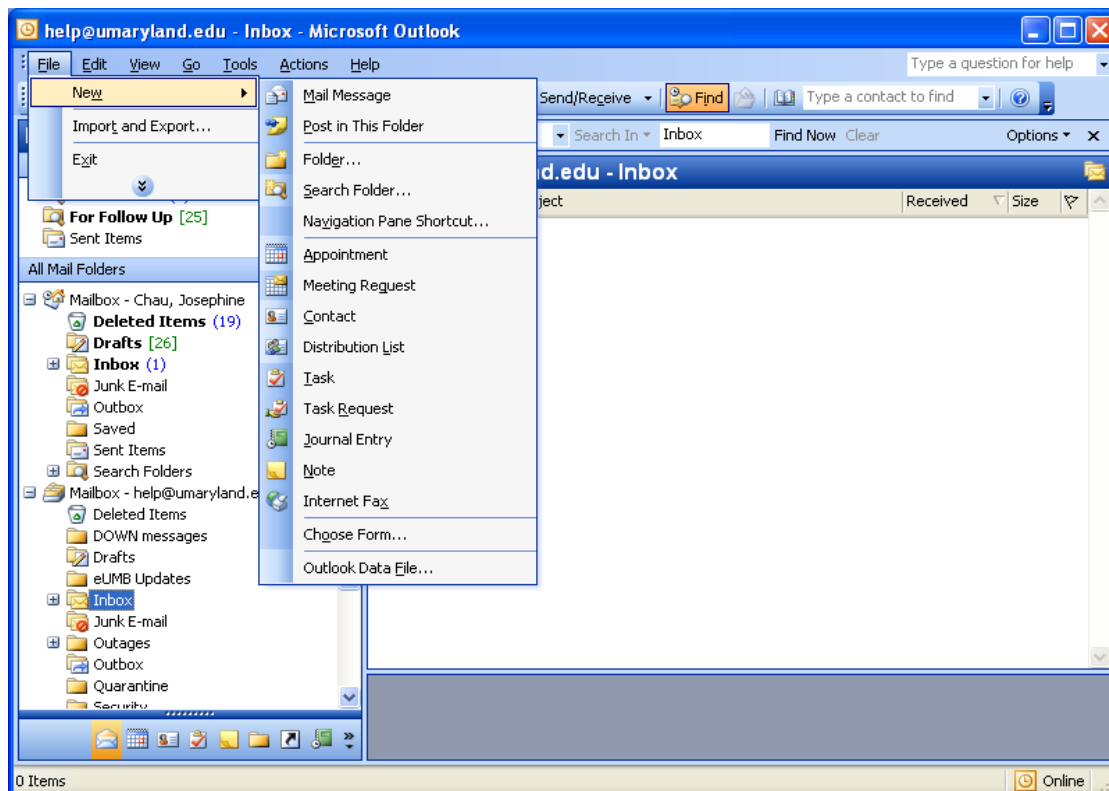
## ***Creating a Personal Folder (PST file) in Outlook 2003 or Outlook 2007***

If you are using Outlook, you can move emails to a Personal Folder for storage. Emails stored in a Personal Folder do not take up storage space in your Exchange account and may be a good choice for saving emails that do not need to be accessed on a daily basis or remotely through Outlook Web Access.

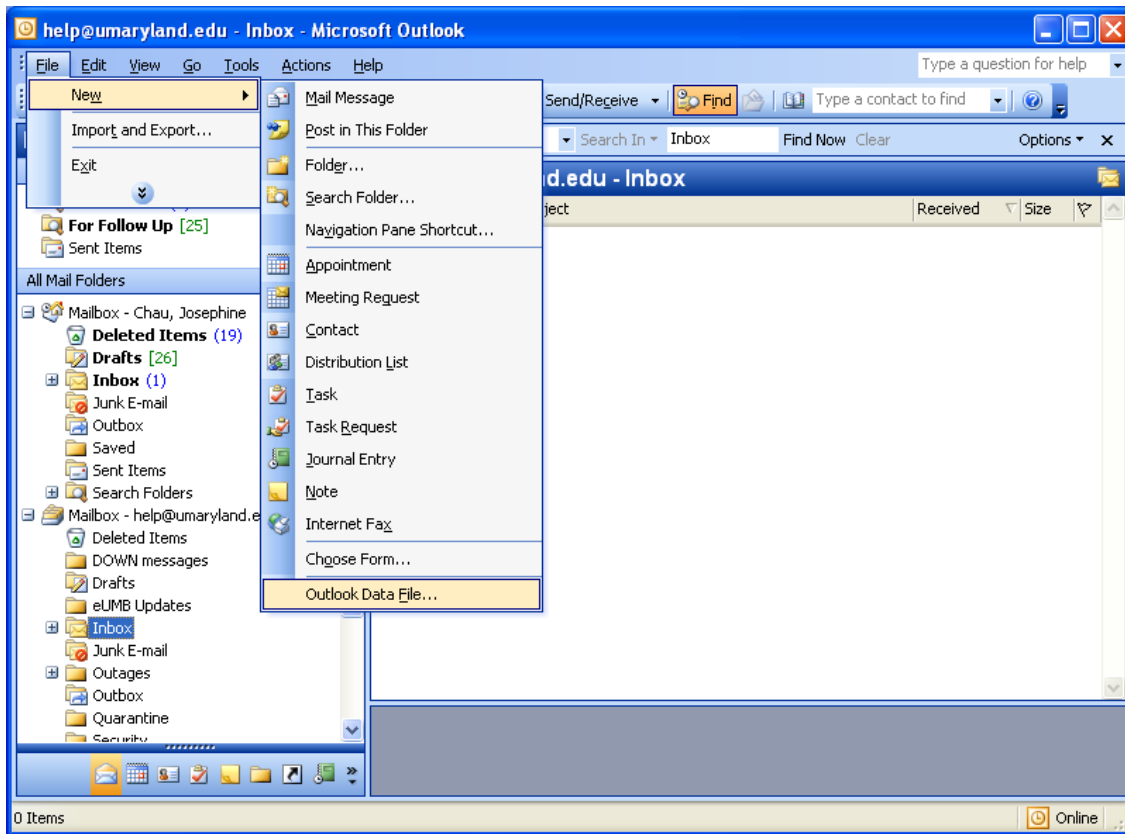
**Please Note:** Any emails stored in your Personal Folders are not accessible through Outlook Web Access. These emails are stored on an individual computer and not the email server. If data is lost on the computer (i.e. the computer crashes), those emails may be lost as well.

Some departments allow users to save their Personal Folders on shared network drives, which may be backed up. Contact your department's IT group for more information about shared network drives in your school or department.

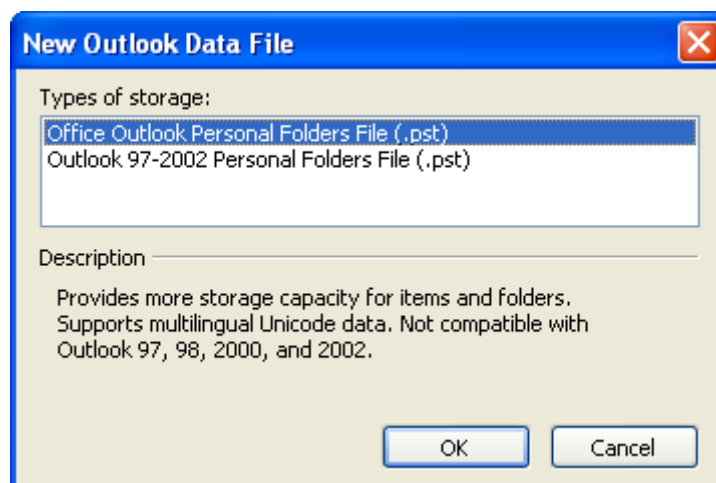
1. Open Microsoft Outlook.
2. Click on File, point to the "New" option.



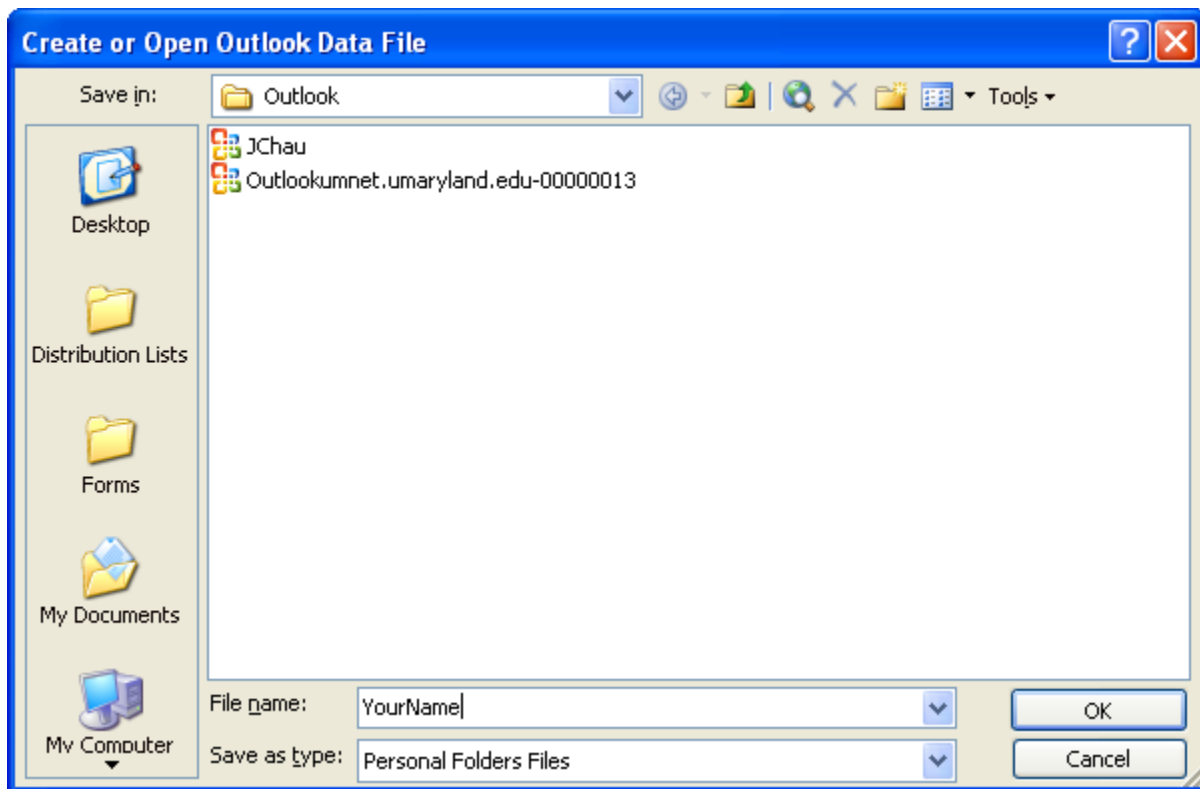
3. If necessary, expand the “New” menu and select the option “Outlook Data File”.



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



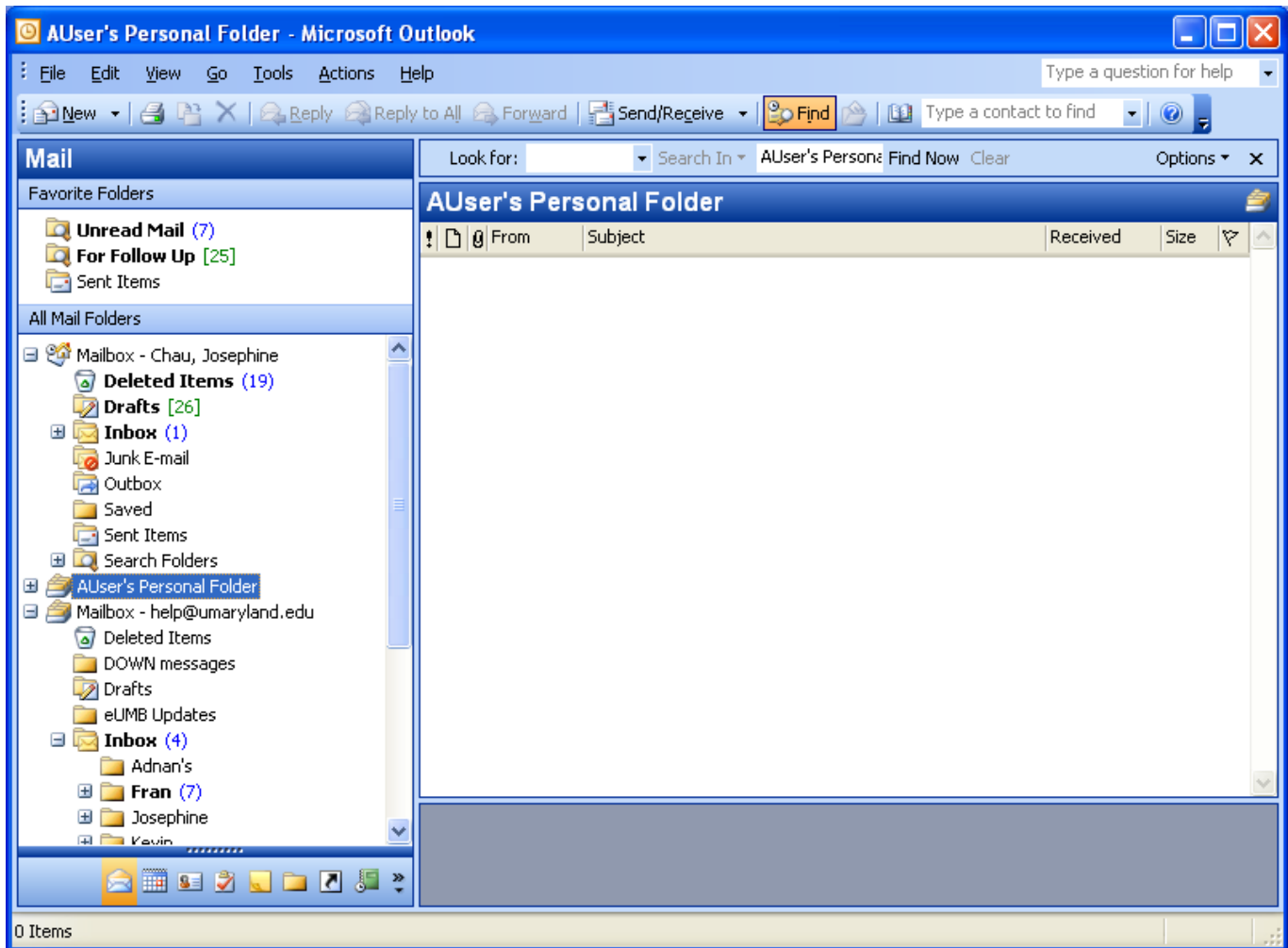
5. In the “File name” field enter a name for your Personal Folder (i.e. YourName). Click on the “OK” button.



6. In the “Name” field enter a display name for your Personal Folder. This is the name of the folder you will see in Outlook. Click on the “OK” button.



7. Your Personal Folder will appear in Outlook.



You can move individual emails or whole folders into your Personal Folder for storage. To do this, select the email or folder from your Inbox and drag it to the Personal Folder.

**Remember:** You may not be able to remotely access any of the emails or email folders you move into your Personal Folder. These emails may only be accessible from your on-campus computer.

## QUESTIONS?

If you require further assistance creating a Personal Folder in Outlook 2003 or Outlook 2007, please contact the ASC Help Desk at 410-706-HELP (8:00 a.m. - 5:00 p.m.) or send e-mail to [help@umaryland.edu](mailto:help@umaryland.edu)