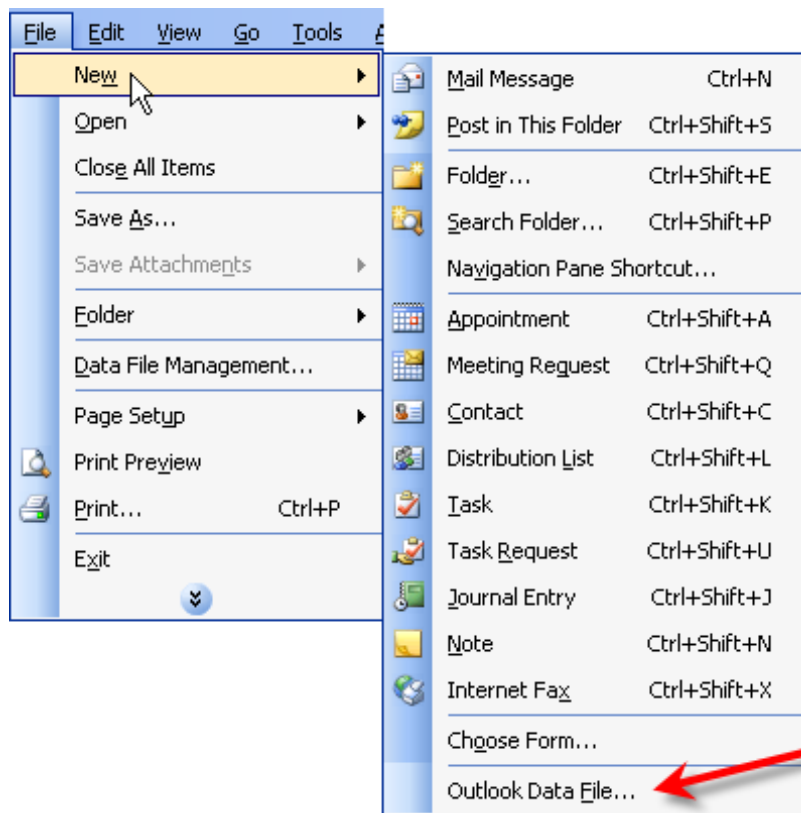


Option 2- Creating a Personal Folder (.pst) Using – XP/Outlook 2003

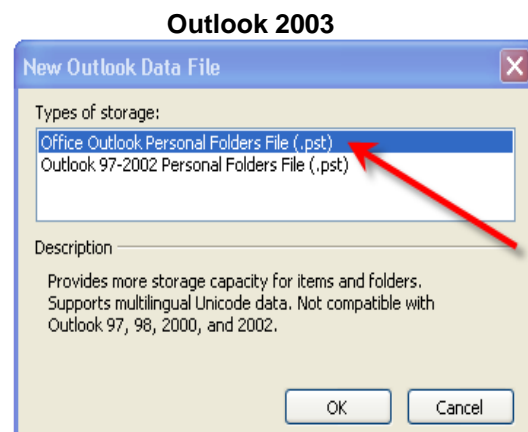
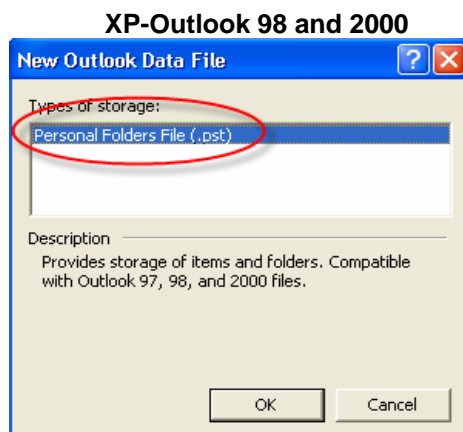
As time progresses, and your email storage space fills up, you'll want to archive some of the messages that you access on an infrequent basis. The archiving process is fairly straight forward in Outlook 2003 and your archived .PST file remains readily accessible through the Personal Archive Folder at the bottom of your Folder list. The following tutorial will lead you step-by-step through the process:

Step One – Create the .PST file called Personal Folder Archive

- a. Open Outlook
- b. Click on 'File/New/Outlook Data File'



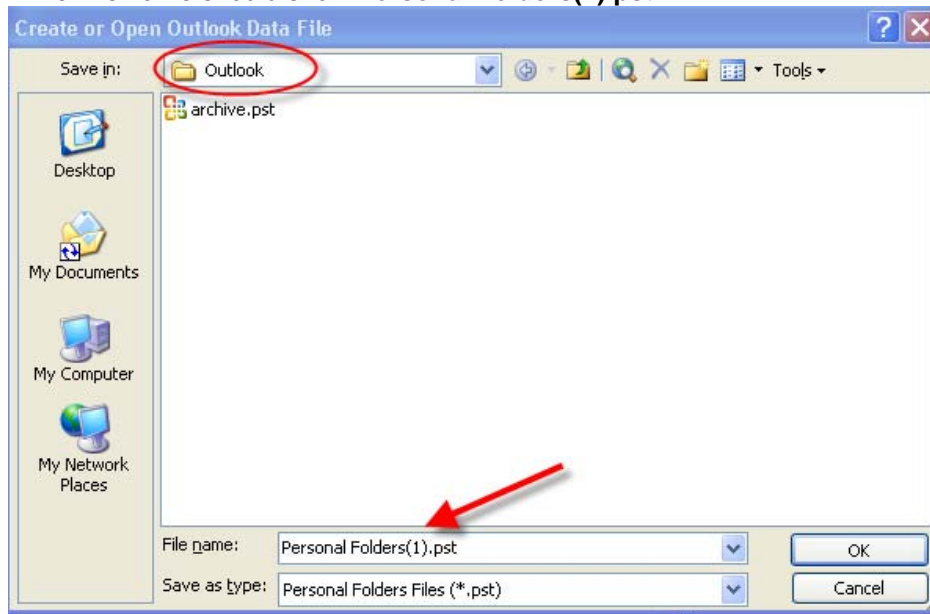
- c. Select 'Office Outlook Personal Folders File (.pst)'



- d. Click 'OK'

e. The storage location should show **Outlook**.

f. The File name should show **Personal Folders(1).pst**.



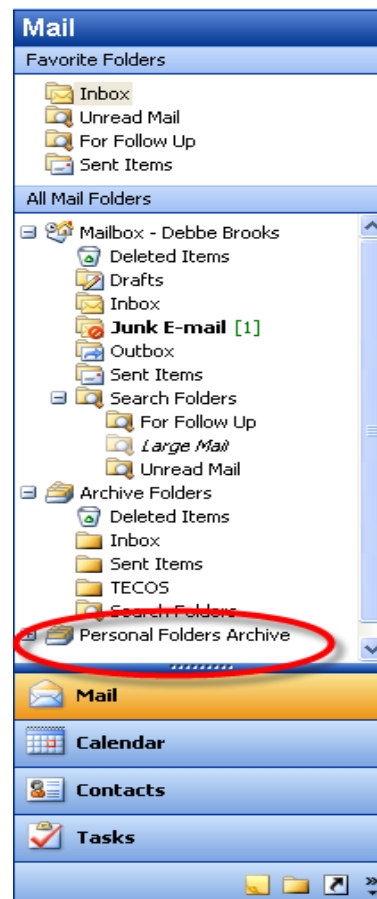
g. Click **'OK'**

h. You should then see the box below. Leave it as is.

i. The Personal Folders Archive folder should appear at the bottom of the All Mail Folders column.



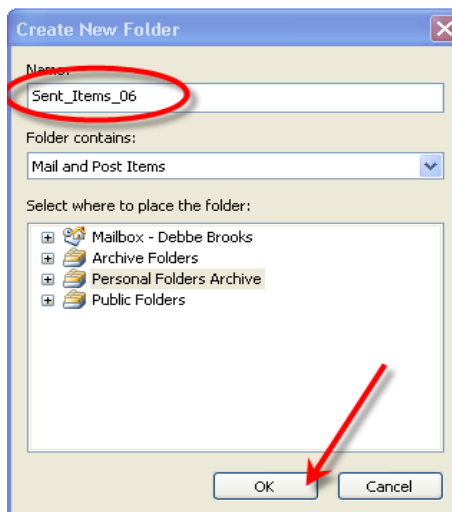
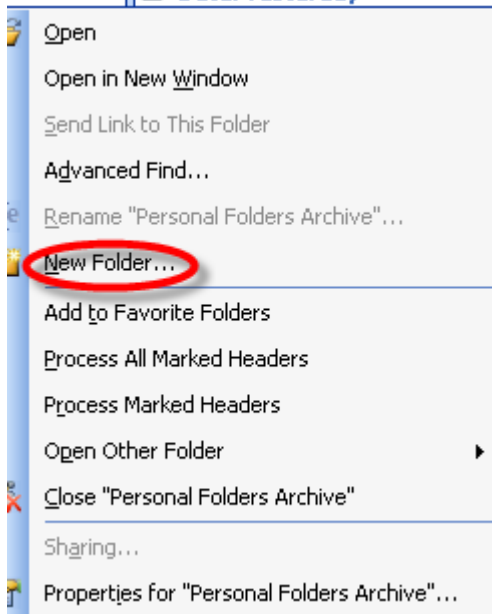
i.



Step Two – Creating sub-folders in the Personal Archive Folder

TASK: Archiving Your Sent Folder

- a. Right-click '**Personal Folders Archive**' and choose '**New Folder**'



- b. Type the folder name **Sent_Items_06**

- c. Click '**OK**'

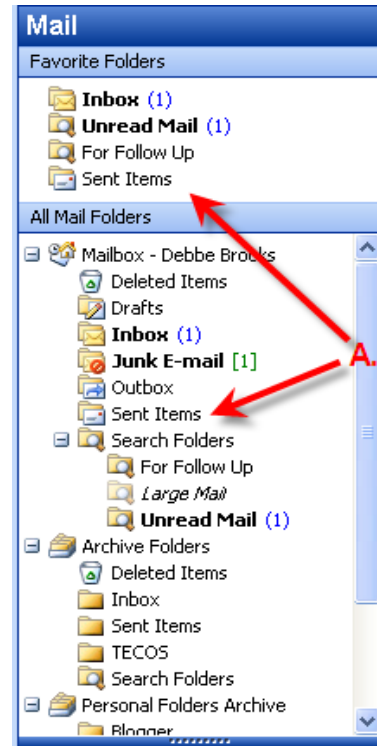
Tips:

You can create as many folders as you need to organize your archived email.

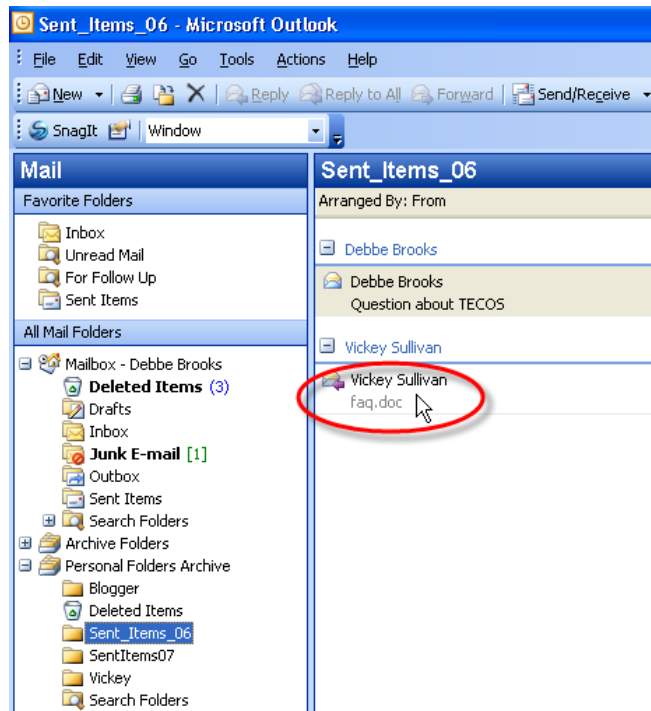
Create folders that accurately reflect the type of messages you're archiving

Step Three – Dragging and Dropping the Older Files into the Sub-Folder

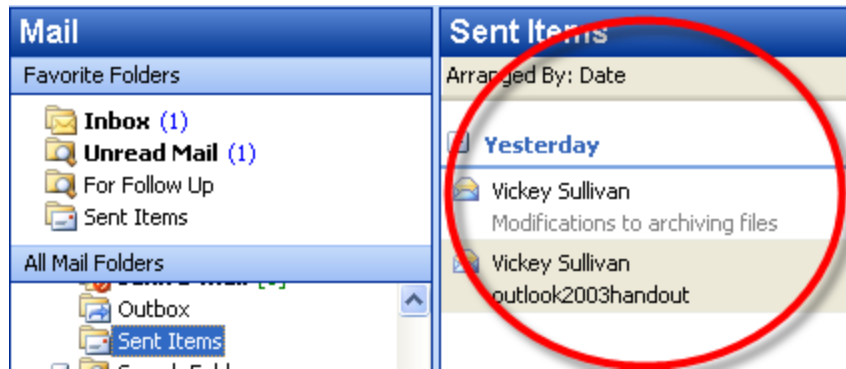
a. Locate your current 'Sent Items' folder in the mail folders list.



b. Open the folder by clicking on the folder name.



You'll see the messages displayed on the right-hand side of the screen.



c. Highlight all the 2006 messages by clicking on the first 2006 message, holding down your SHIFT key, and clicking on the last message in 2006.

d. Left click over the highlighted selection and hold down your mouse button to drag the highlight messages to the **Sent_Items_06** folder.

e. Repeat these steps for the other messages you wish to archive, dragging and dropping them into the appropriate archive folder that you created in Step Two.

Tips:

Large items that take up needed space in your mailbox can be dragged and dropped into these folders on a daily basis.

Step Four – Backup your .PST file on a regular basis by burning it to CD-RW using instructions provided with your computer or save your data to a Thumb Drive.

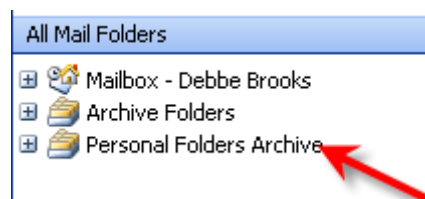
Note: You must close Outlook before burning your .PST file to a CD.

Step Five: Locating your Archived Files

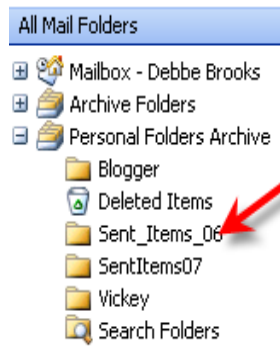
To access your newly created .PST file, follow these steps:

a. In the Mail Menu on the left side of your screen, open the Personal Folders Archive.

b. Click the  to open the folder.



c. Click on the name you created for your folder.



d. Click on the file **.PST file name to read your mail.**

