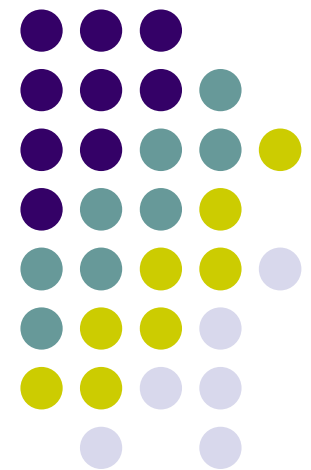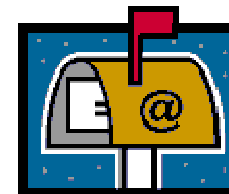# Creating a Personal Folder (.pst) in Outlook 2000 and 2002(XP)
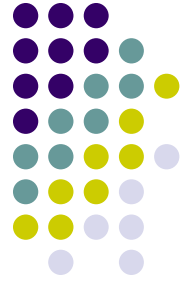
And free up space in your mailbox!

What is a Personal Folder

- A personal folder is a folder that looks like and acts like any other folder in Outlook
- .pst folders are not created on the Exchange server
- .pst folders are saved to a location you specify (like your hard drive or H folder)
- Personal folders allow you to easily move email from the server to free up mailbox space
- Personal folder space is limited by
  - Hard drive space if folder is located on your local computer
  - H folder limit set by system administrator
- Email saved in a .pst always uses Outlook to open and read the message
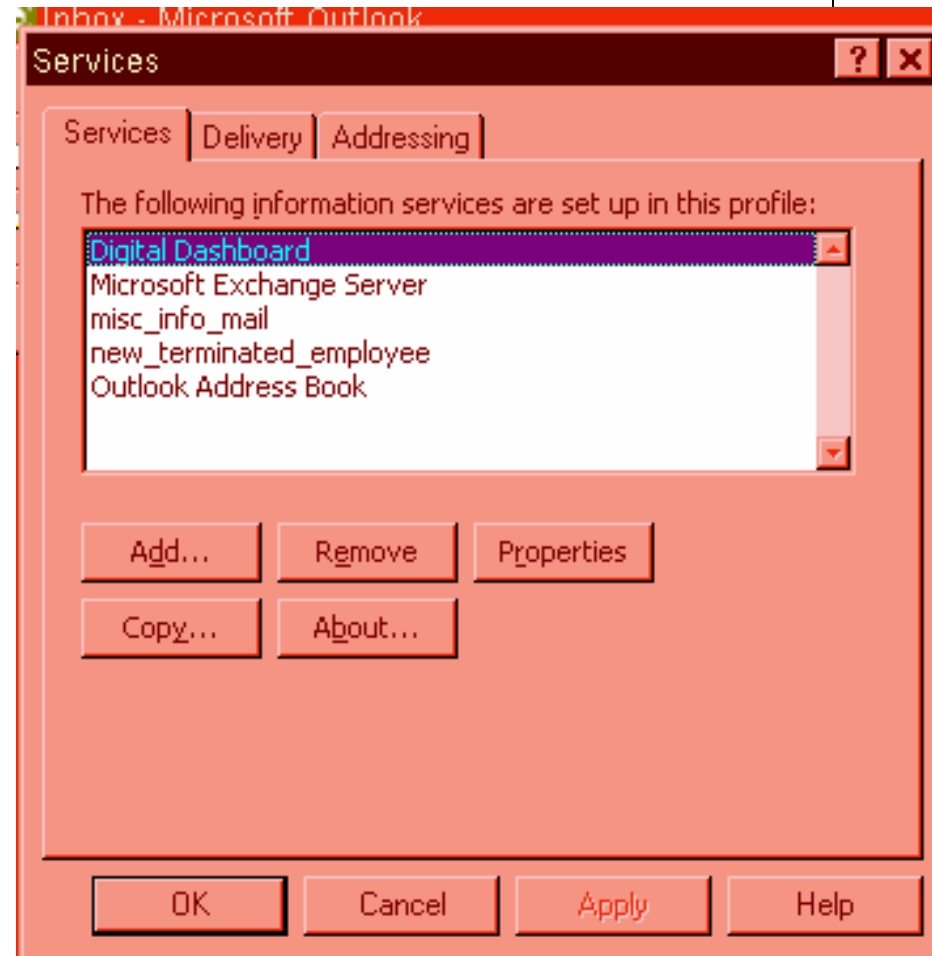 - Saving as a .txt file is not an option

Why do I want a .pst?

- Using a .pst eliminates the lengthy process of saving each individual message by clicking File, Save As….

- A great way to quickly save important emails for future reference

- Free up space in your mailbox

- Easy to create

- Even easier to use!
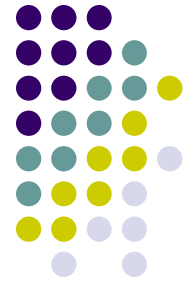
Creating your .pst in Outlook 2000

- Open Outlook
- Click Tools, Services
- This window opens
- Click Add

Inbox - Microsoft Outlook

Services

Services | Delivery | Addressing

The following information services are set up in this profile:

Digital Dashboard
Microsoft Exchange Server
misc_info_mail
new_terminated_employee
Outlook Address Book

Add... | Remove | Properties

Copy... | About...

OK | Cancel | Apply | Help

- Scroll down to Personal Folders
- Click on Personal Folders
- Click OK

Add Service to Profile

Available information services:

- Microsoft Exchange Server
- Microsoft LDAP Directory
- Microsoft Mail
- MS Outlook support for Lotus cc:Mail
- Outlook Address Book
- Personal Address Book
- Personal Folders

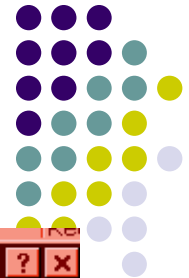Have Disk...

Remove

About...

OK   Cancel   Help

- Name your folder
- YOU MUST INCLUDE .pst IN THE FILE NAME
- Do NOT click Open yet!
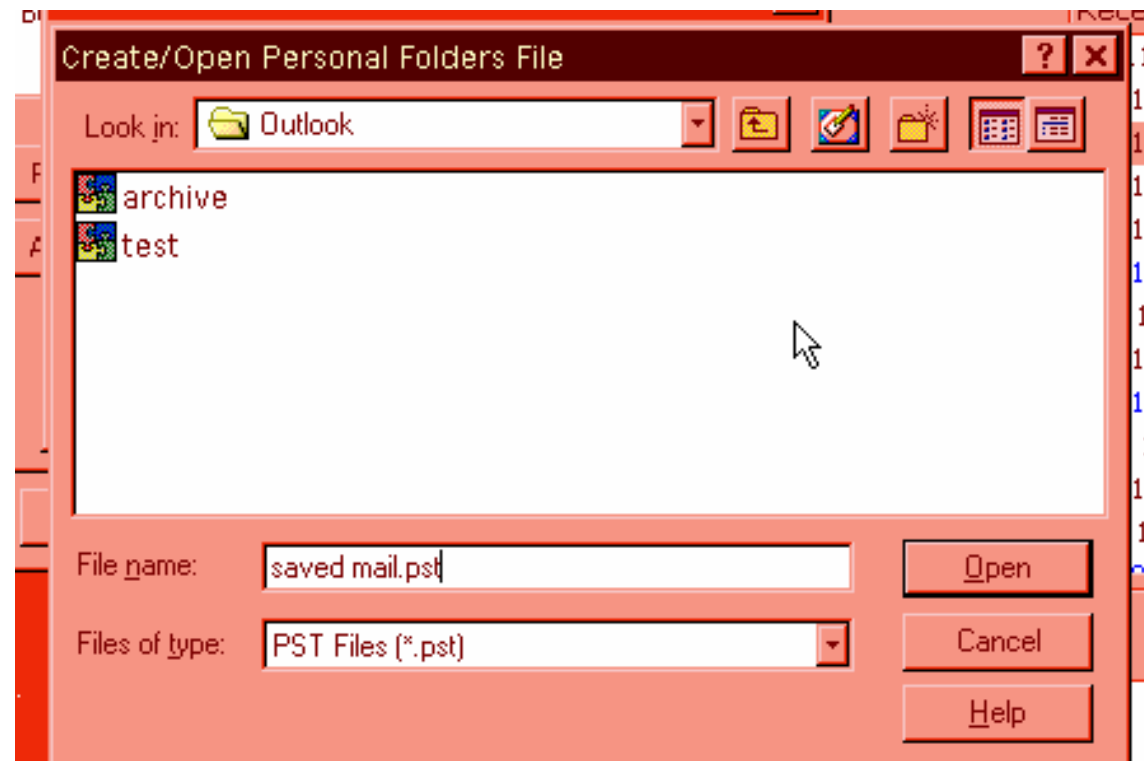
Changing location for .pst

- Click on the drop down arrow to select the location for your .pst folder
  - The default is to "bury" the folder on your hard drive and you will never find it later
  - Moving to H or My Documents is the easiest and safest route
- Click on your choice of location so that is shows in the "Look in" window
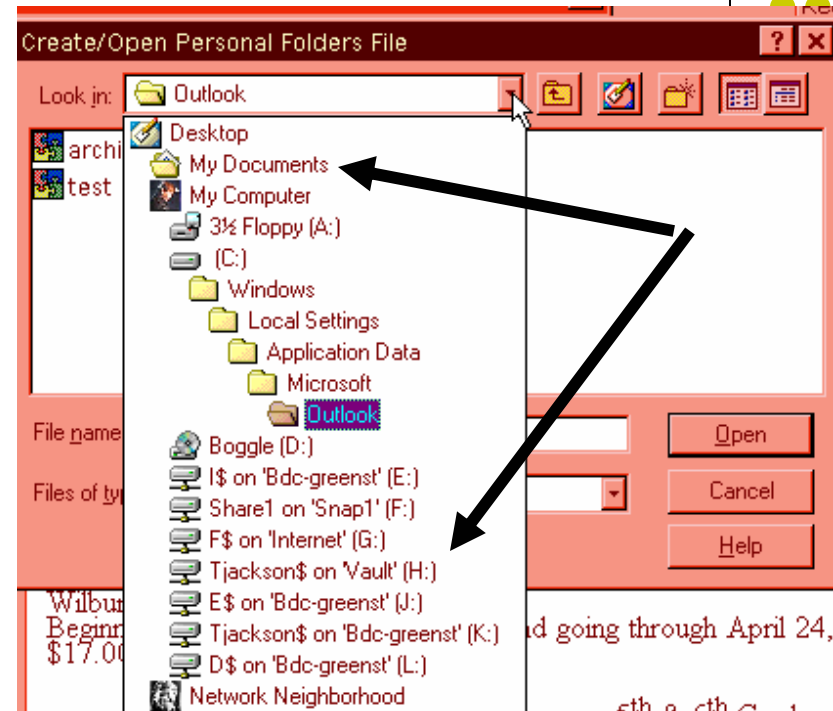
- When your chosen location is showing in the Look In window…
- Click Open
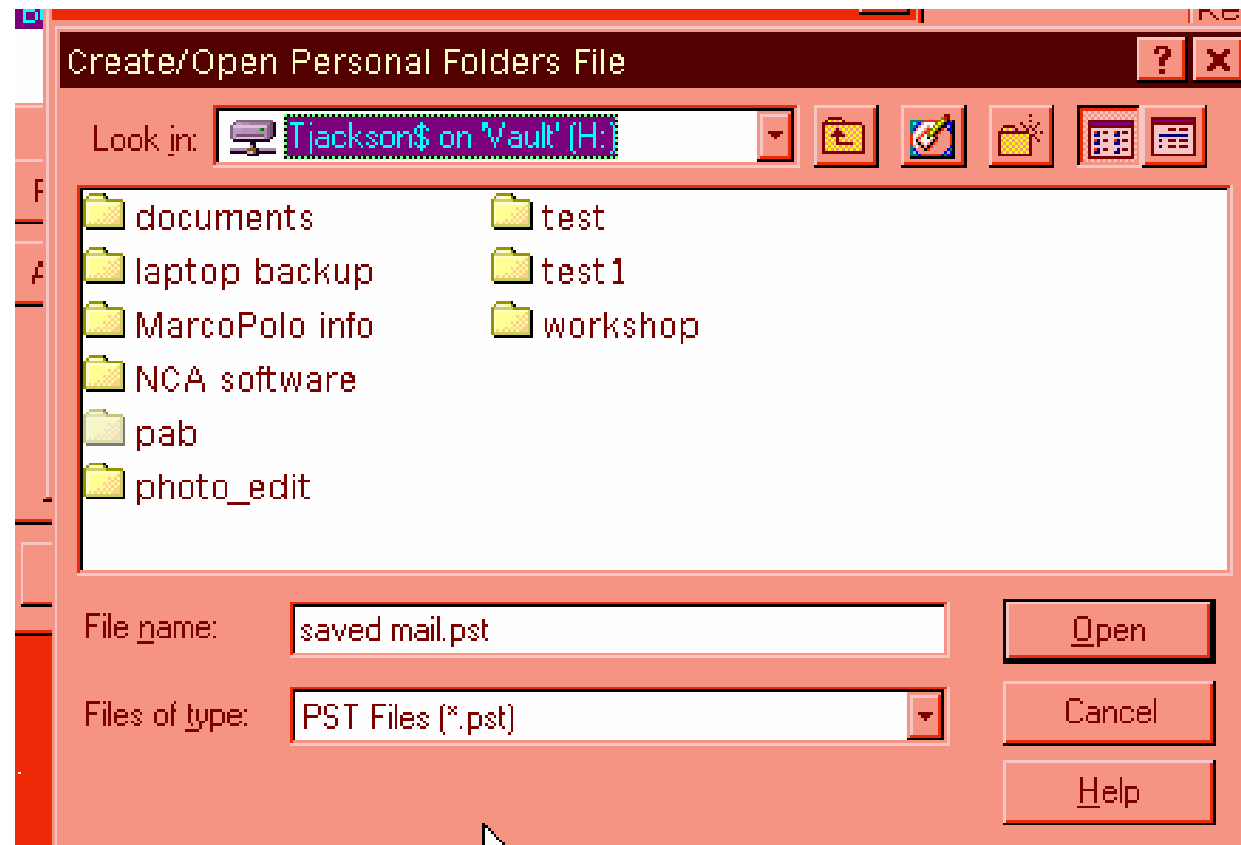
- This window will open
- Change the Name: to the same as your file name
  - In this example: saved mail
- Notice that in the File: window, the location you selected is shown
- Do NOT make any changes in the Encryption Setting area
- Do NOT set a password
- Click OK

Create Microsoft Personal Folders

File : H:\saved mail.pst

Name : saved mail

Encryption Setting
- ○ No Encryption
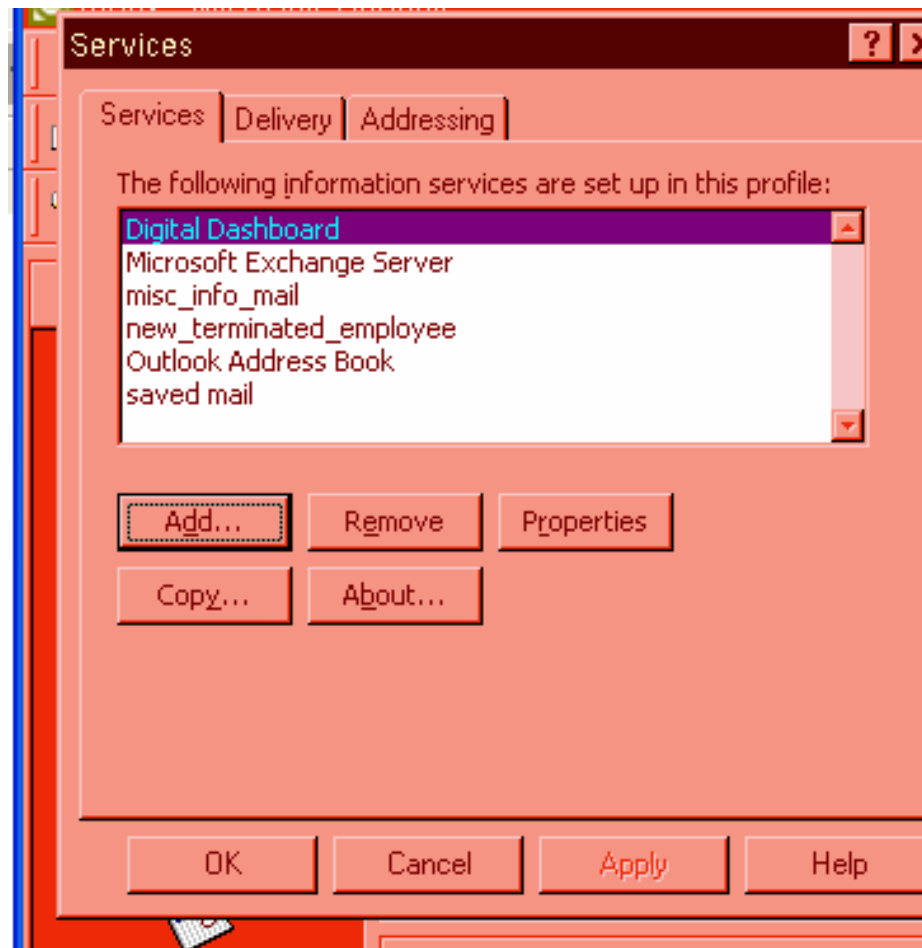- ⦿ Compressible Encryption
- ○ Best Encryption

Password

Password: [ ]

Verify Password: [ ]

☐ Save this password in your password list
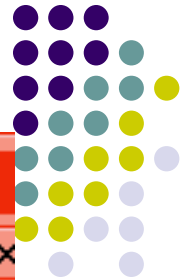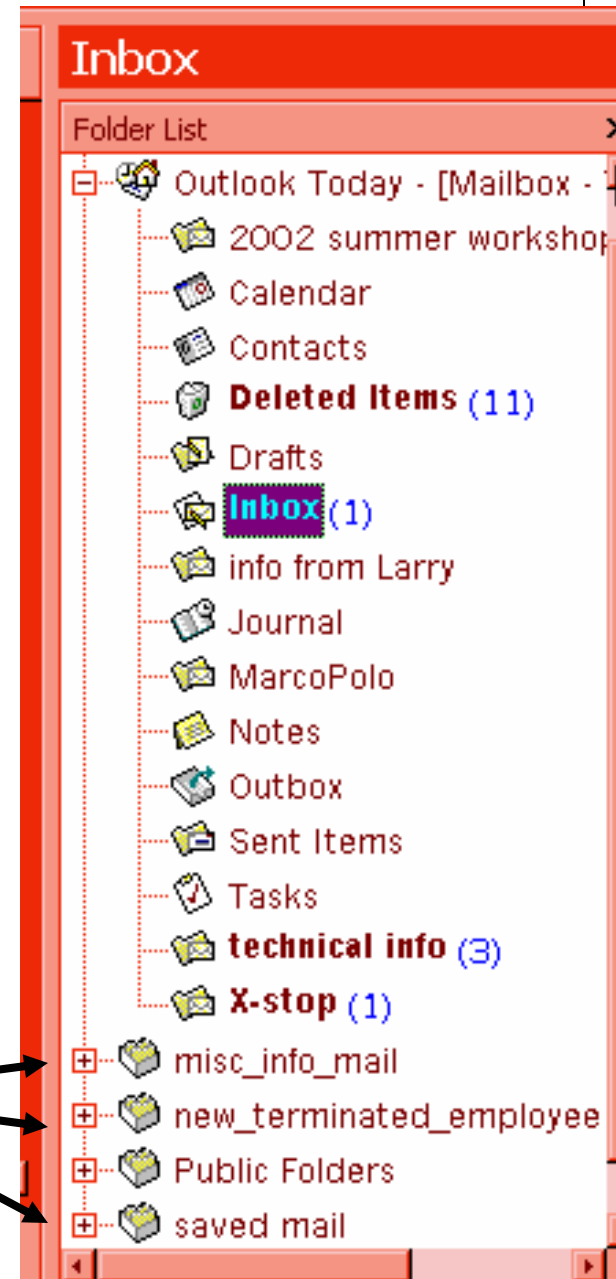
[OK] [Cancel] [Help]

- Your newly created .pst folder is shown in the Services window
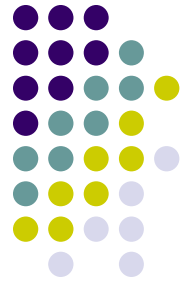- Click OK to close

How do I find it?

- Click View, Folder List
- This will open your folder list
- You will see your normal folders
  - Inbox, Sent Items, Deleted Items, Tasks, etc.
- You will see any folders you may have created that are in your mailbox
- Your .pst folder (or folders) will be shown alphabetically and will have a + in front of it

Inbox

Folder List ✕

- Outlook Today - [Mailbox -
  - 2002 summer workshop
  - Calendar
  - Contacts
  - **Deleted Items** (11)
  - Drafts
  - **Inbox** (1)
  - info from Larry
  - Journal
  - MarcoPolo
  - Notes
  - Outbox
  - Sent Items
  - Tasks
  - **technical info** (3)
  - **X-stop** (1)
- misc_info_mail
- new_terminated_employee
- Public Folders
- saved mail

# Let me further explain "alphabetical" in this instance

- You will notice that your .pst folder(s) is "mixed" within your listing of your "main" Outlook folders
  - Outlook Today
    - Contains Inbox, Sent Items, Deleted Items, Tasks, Calendar
  - Public Folders
    - Technology Training Calendar, Sub Calendar, etc.
- That is because a .pst folder(s) is not located on the server and the "normal" folders <u>are</u> on the server
- Therefore, the .pst folders will never be listed among the Outlook folders
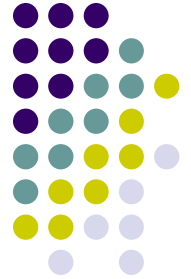
Why is there a + in front of my .pst?

- Each .pst folder has its own Deleted Items folder

- When an email is deleted from a .pst it is moved to the Deleted Items folder for that specific .pst

- You must deleted from Deleted Items to permanently delete the email
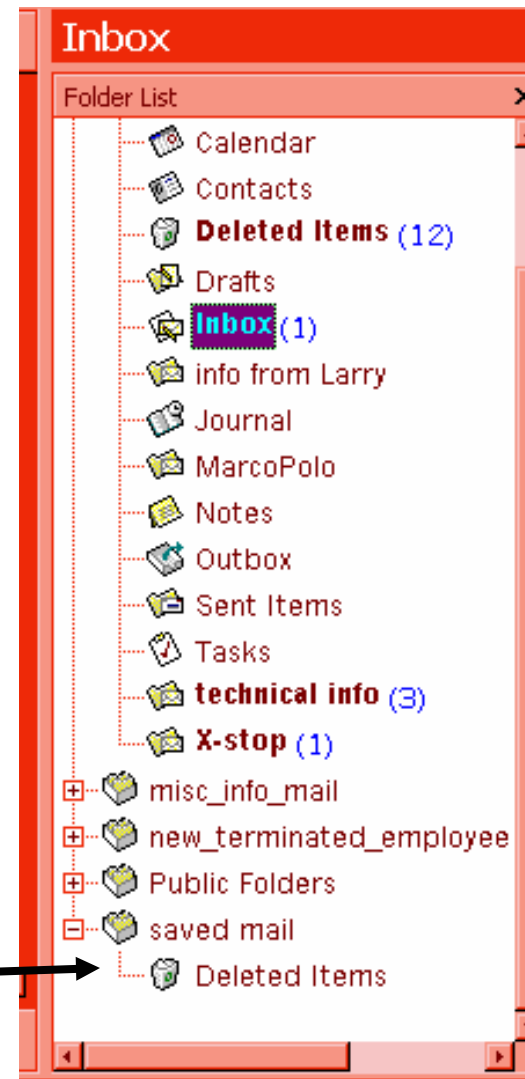
How do I move my mail to my .pst?

- There are two ways
  - Drag-n-drop method
    - Only use this method if you are comfortable using the mouse.
      - It is easy to "drop" into the wrong place if you are not familiar with this method
    - Open your folder list
    - Click on the email you want to move
    - Hold down your left mouse and drag that email to the .pst folder

- Move to Folder method
  - If you are not comfortable with using your mouse, this method may be best
  - Right click on the email to move
  - Left click on Move to Folder(near the bottom of the object menu that will appear)
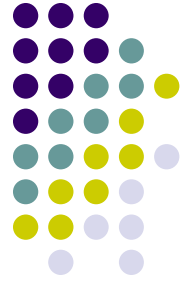 - Click on folder
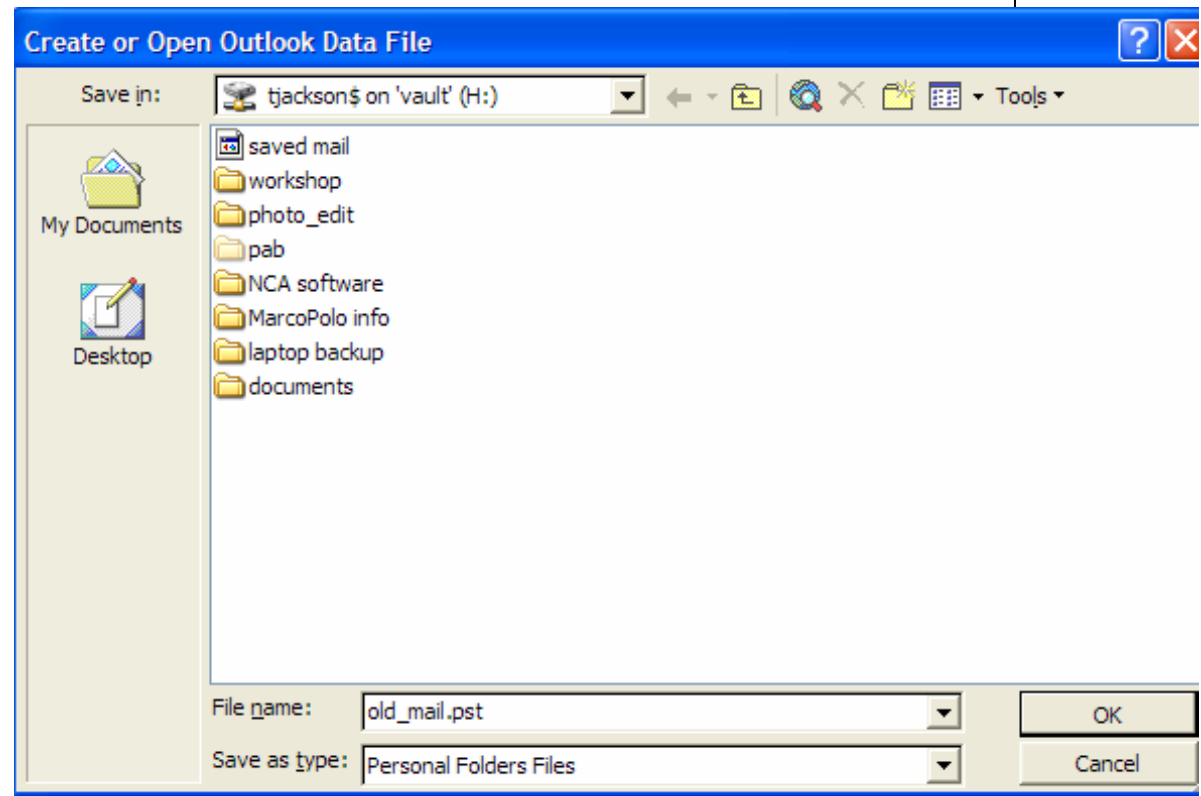 - Click OK
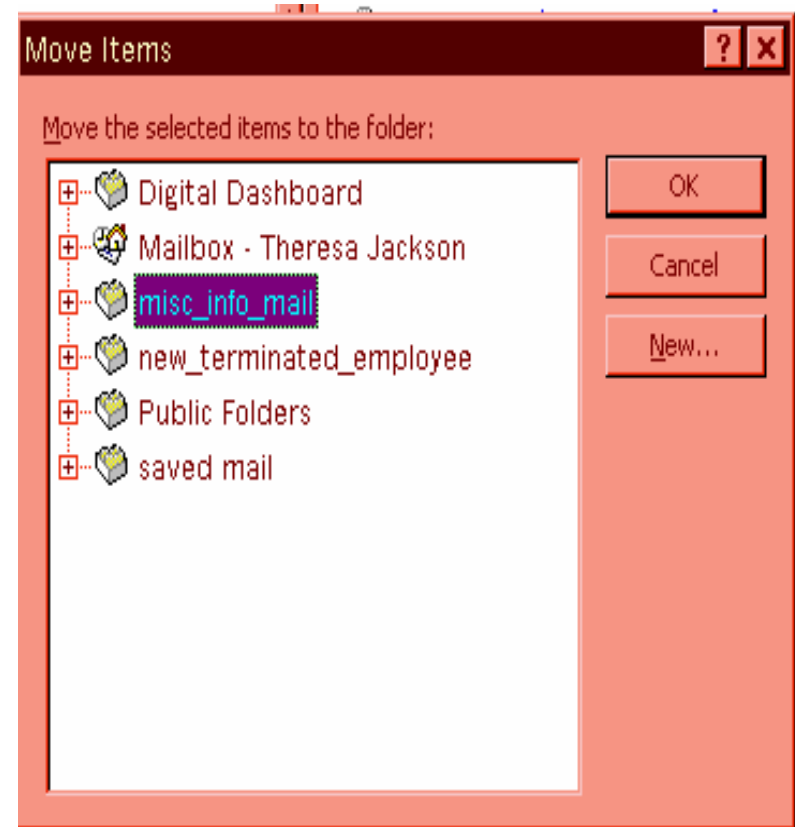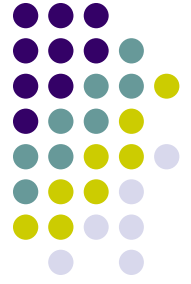
Creating a .pst in Outlook 2002(XP)

- Things look slightly different in XP than 2000
- Click on File, New, Outlook Data File…
- This New Outlook Data File window will open
- Personal Folders File (.pst) will be listed.
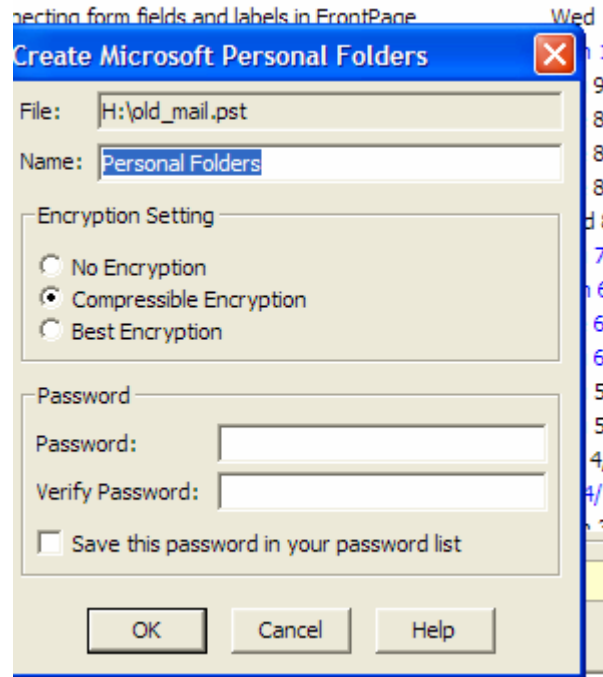- Select
- Click OK
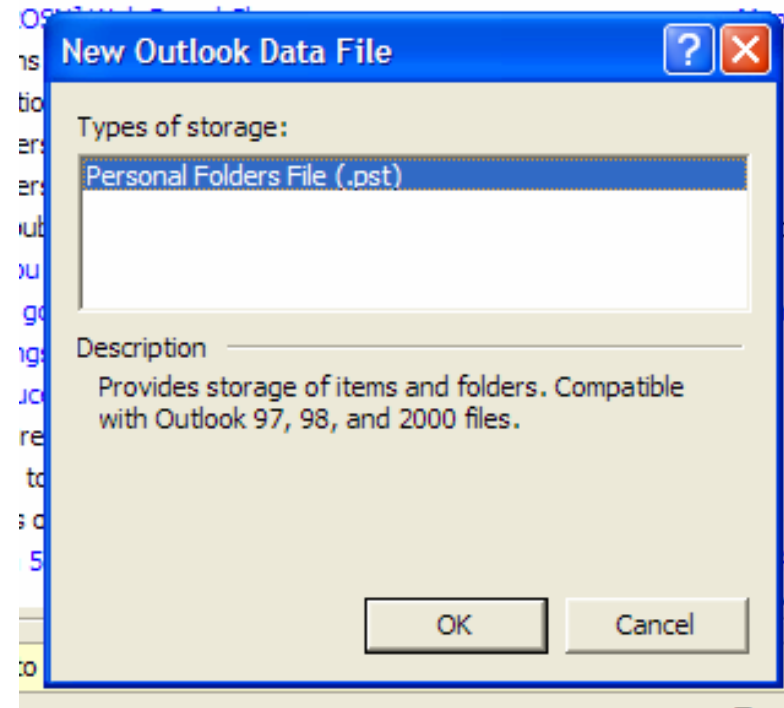
- Name your new .pst folder
- Remember to include .pst in your file name
- Navigate to H or My Documents
  - Note: any previously created .pst folders will be listed
- Click OK

Create or Open Outlook Data File

Save in: tjackson$ on 'vault' (H:) ▼ ← ▾ 🗎 🔍 ✕ 🗁 ▾ Tools ▾

📧 saved mail
📁 workshop
📁 photo_edit
📁 pab
📁 NCA software
📁 MarcoPolo info
📁 laptop backup
📁 documents

My Documents

Desktop

File name: old_mail.pst ▼   OK

Save as type: Personal Folders Files ▼   Cancel

This window will open

Change Personal Folders to match your .pst file name

Create Microsoft Personal Folders

File: H:\old_mail.pst

Name: Personal Folders

Encryption Setting
- No Encryption
- Compressible Encryption
- Best Encryption

Password

Password:

Verify Password:

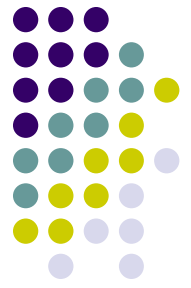☐ Save this password in your password list

OK   Cancel   Help

Make no changes to Encryption

Do NOT set a password

Click OK

Create Microsoft Personal Folders

File: H:\old_mail.pst

Name: old_mail

Encryption Setting
- No Encryption
- Compressible Encryption
- Best Encryption

Password

Password:

Verify Password:

☐ Save this password in your password list

OK   Cancel   Help
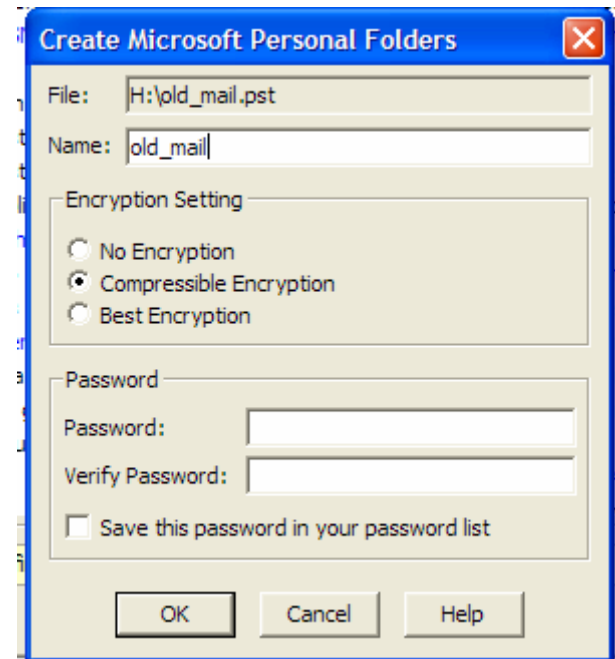
- After clicking OK, Outlook XP will open your .pst folder

Just click Inbox to return to normal view

At this point, follow the instructions shown previously for Outlook 2000 on how to view and use your .pst folders
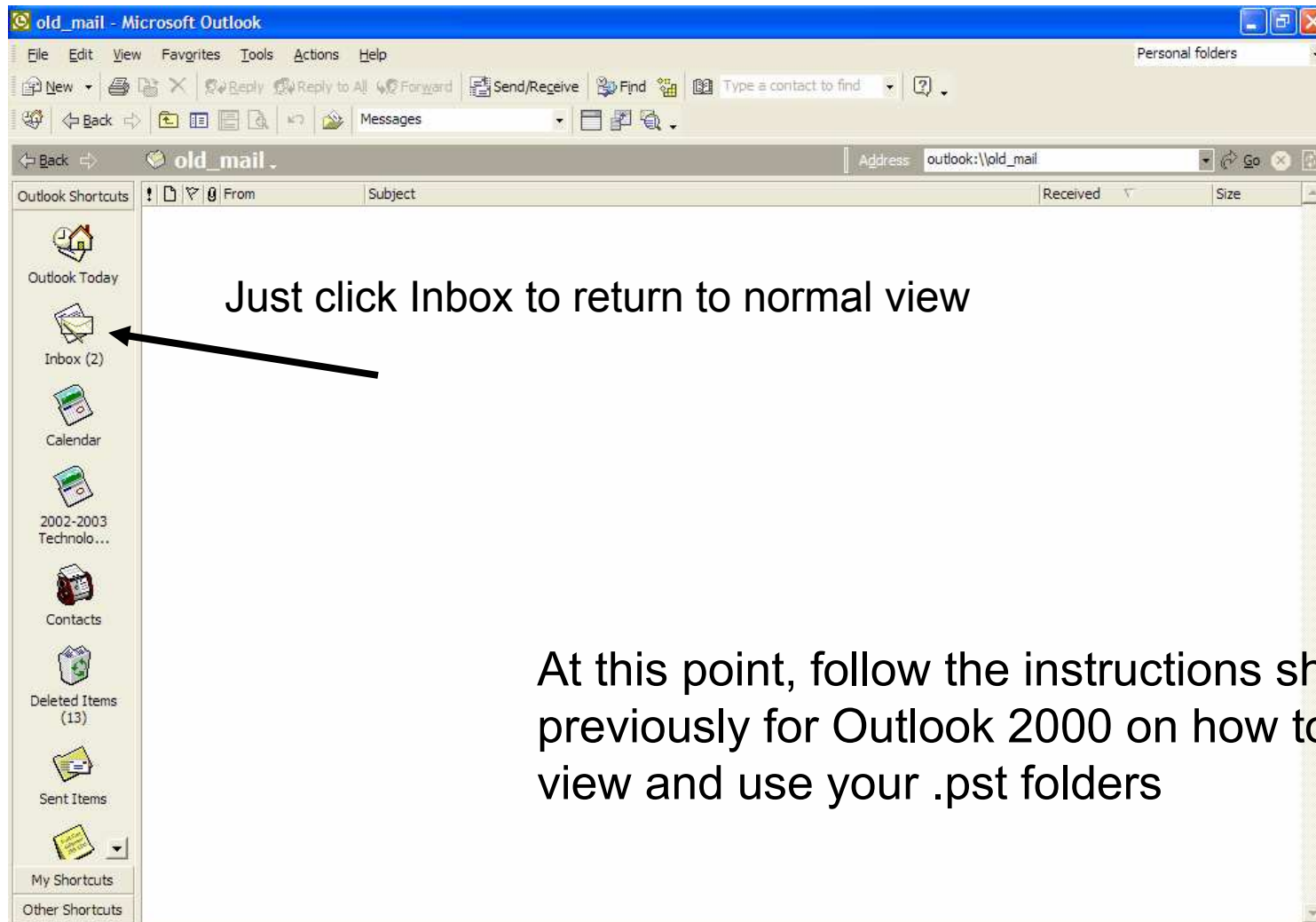
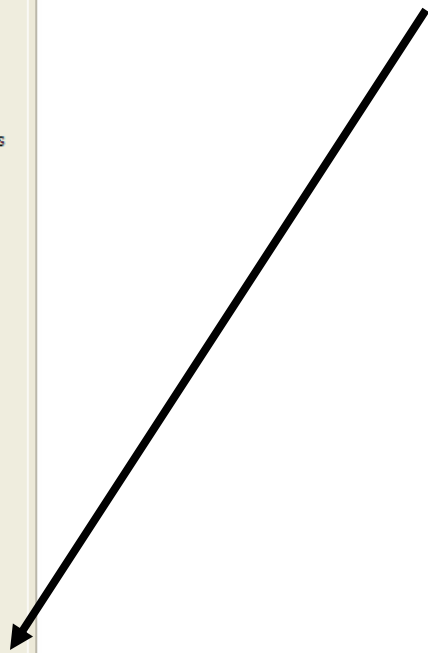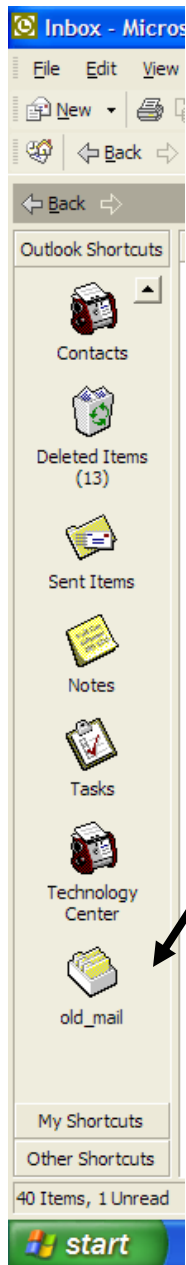# Add a shortcut to your Outlook shortcuts bar

- You can add a shortcut to your .pst folders to your Outlook Shortcut bar

- Open your Folder List

- Right click on your .pst folder

- Left click on Add to Outlook Bar
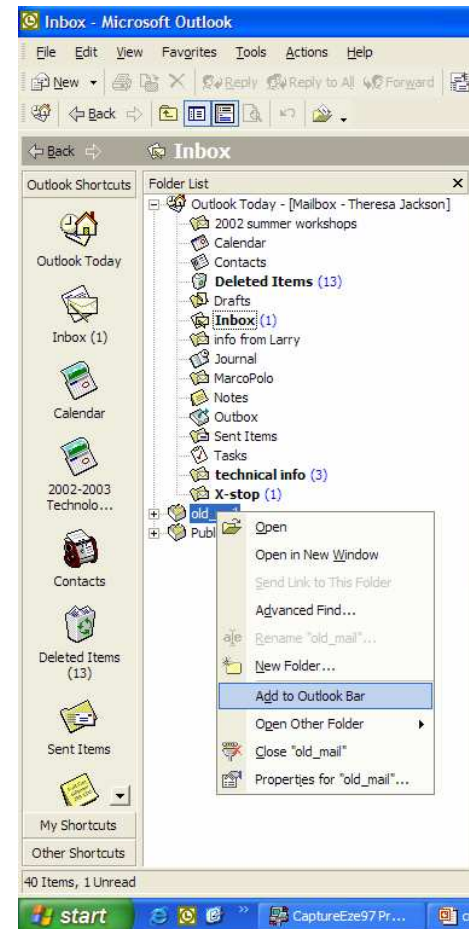
A shortcut is added to your Outlook bar

Things to remember

- Personal Folders do NOT follow you from computer to computer
- If you change computers, you will need to add the service on the new computer and create a path to your existing folders
  - This means instead of creating a new folder, you will navigate to the location of your existing folder.
  - If you are using .pst folders and receive a replacement computer, be sure to mention this to Technology so we can assist you in making sure you have access to previously created .pst folders
- .pst folders are not accessible in OWA
- PLEASE contact Technology if need any assistance on this!