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 with 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)'

XP-Outlook 98 and 2000		Outlook 2003
New Outlook Data File 🛛 🛛 🔀		New Outlook Data File 🛛 🗙
Lypes of storage: Personal Folders File (.pst)		Types of storage: Office Outlook Personal Folders File (.pst) Outlook 97-2002 Personal Folders File (.pst)
Description Provides storage of items and folders. Compatible with Outlook 97, 98, and 2000 files.		Description Provides more storage capacity for items and folders. Supports multilingual Unicode data. Not compatible with Outlook 97, 98, 2000, and 2002.
OK Cancel	or	OK Cancel

d. Click 'OK'

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

Create or Open Outlook Data File				
Save in:	C Outlook	🕥 💿 - 🔁 🔍 X 📷 🎹 - Tools -		
Desktop My Documents My Computer My Network Places	🔁 archive.pst			
	File <u>n</u> ame:	Personal Folders(1).pst	к	
	Save as <u>t</u> ype:	Personal Folders Files (*,pst)	ncel	

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.

Create N	Aicrosoft Personal Folders 🛛 🛛 🔀			
File:	C:\Documents and Settings\dbrooks\Local Se			
Name:	Personal Folders			
Format:	Personal Folders File			
Encryption Setting				
No Encryption Compressible Encryption High Encryption				
Password				
Passwor	rd:			
Verify P	assword:			
Save this password in your password list				
OK Cancel				

Mail	
Favorite Folders	
🔄 Inbox 🛺 Unread Mail 📮 For Follow Up 🔄 Sent Items	
All Mail Folders	
 Mailbox - Debbe Brooks Deleted Items Drafts Inbox Junk E-mail [1] Outbox Sent Items Search Folders For Follow Up Iarge Mail Unread Mail Marchive Folders Deleted Items Inbox Sent Items TeCOS 	-
a 🗐 Personal Folders Archive	
Ail Mail	
Calendar	
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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'

3	Open
	Open in New <u>W</u> indow
	Send Link to This Folder
	A <u>d</u> vanced Find
e	Rename "Personal Folders Archive"
	New Folder
	Add to Favorite Folders
	Process All Marked Headers
	Process Marked Headers
	Ogen Other Folder
×	Close "Personal Folders Archive"
	Sh <u>a</u> ring
7	Properties for "Personal Folders Archive"



- 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.





the folder name.



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 <u>using instructions provided with your computer</u> 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.

