



## **How to Create Personal Folders for Outlook 2003**

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## Document Confidentiality Notice

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## Purpose/Scope

The purpose of this document is give Outlook 2003 users instructions on how to configure and use personal folders.

## Version History

Change Date	Changed By	Change Reason	Version
4/7/08	Bill Honaker	Initial Draft	1.0
4/14/08	Bill Honaker	Revised draft	1.5

## Procedure

What are Personal Folders in Outlook client, and why would you want to use them?

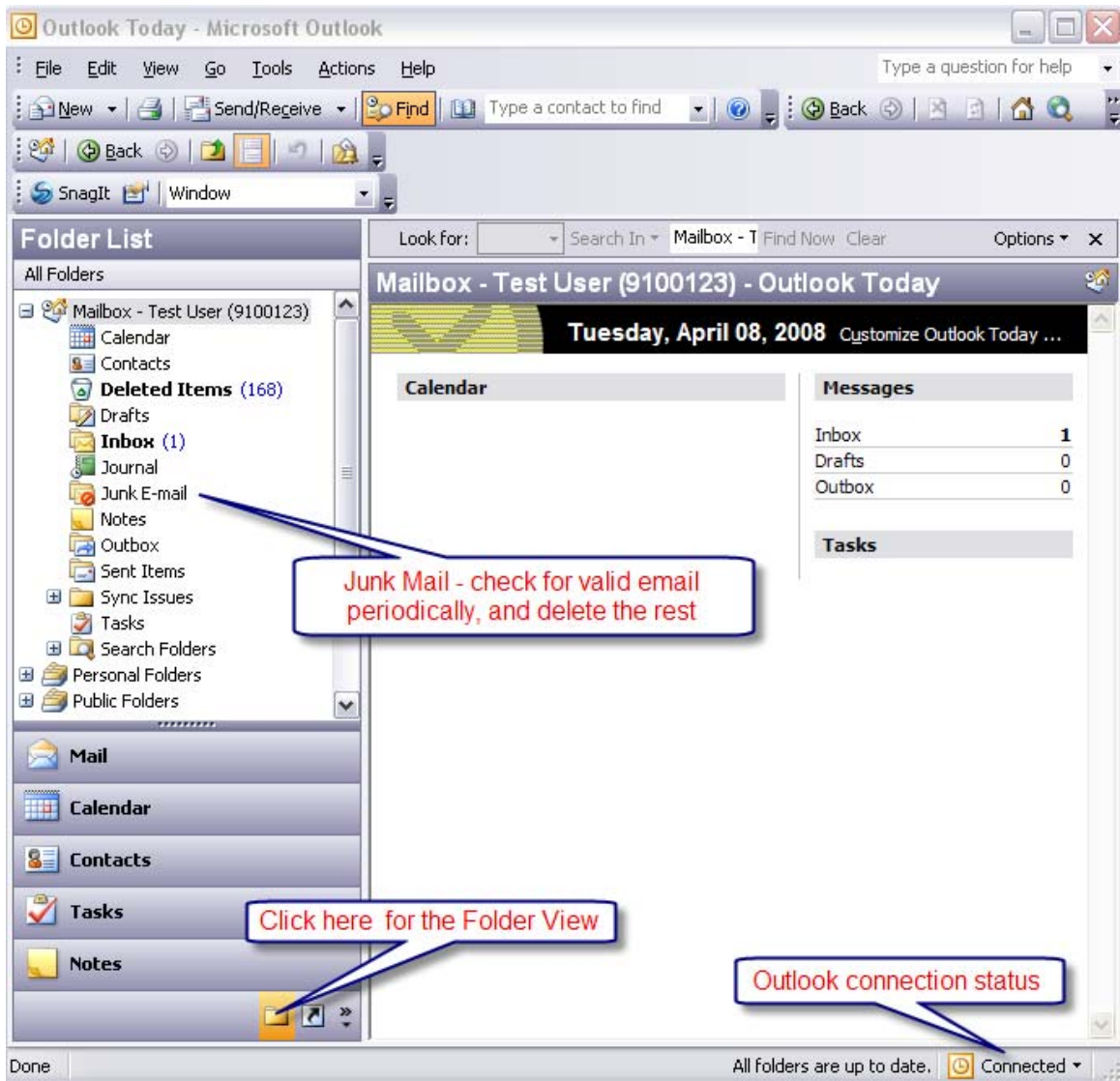
You can create additional data files if you want to organize Microsoft Outlook items into specific folders. For example, you might want to keep all messages from a specific company in a separate data file. When you create the data file, you can use any name for the file. The default name is Personal Folders(1).pst, Personal Folders(2).pst, and so forth. You can use any name for the folder associated with that data file. The default name for the folder that appears in the Outlook Folder List is Personal Folders

There are several common situations where the use of Personal Folders is very helpful. First, if your Exchange mailbox is getting full you can move important messages to your Personal Folders and free up space in your mailbox.

Or, second, if you need to keep and organize messages for later retrieval, you would create Personal Folders and move the messages into them. You could name the Personal Folders according to the subject, or date, or topic, or project, or any name that will help you remember the purpose of the Personal Folders.

The rest of this document illustrates how to create Personal Folders and move mail from your Inbox to a personal folder.

Please note: Outlook is very flexible and allows you to do the same thing several different ways. Therefore, the instructions included here are intended to be as basic and straight forward as possible. Once you have experience in Outlook, you will be able to customize it for your work style. For more information, please see the built-in Help menu.

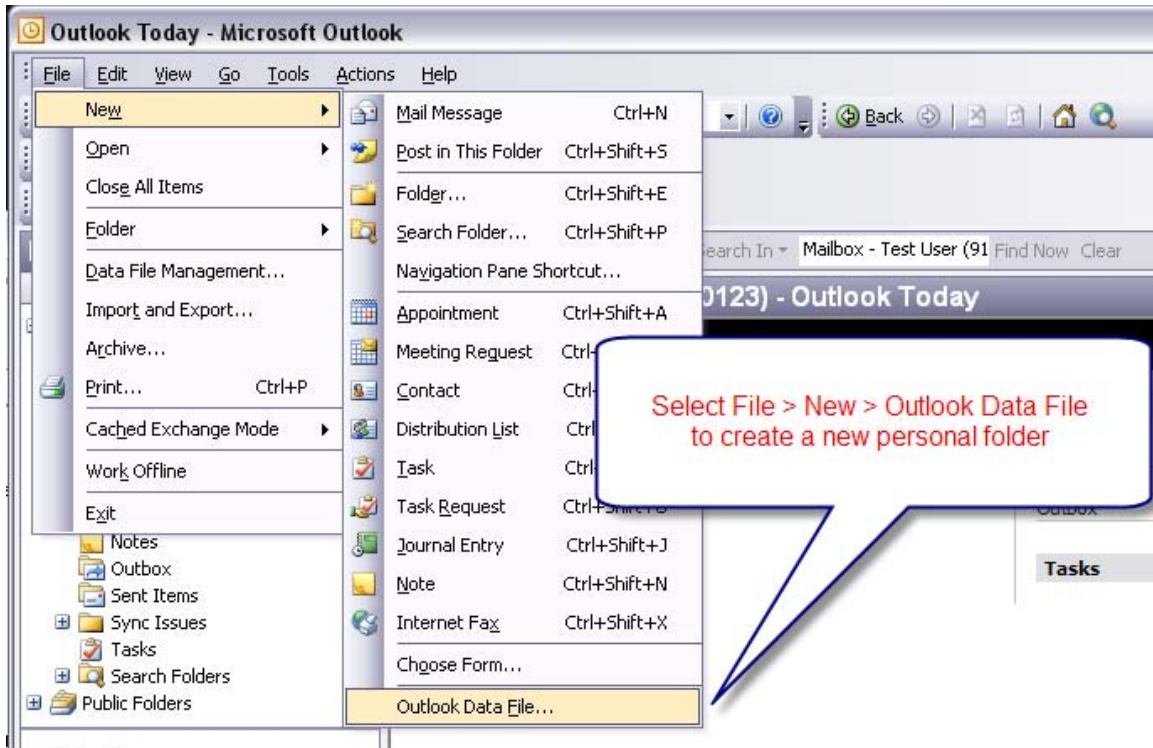


**Figure 1**

Figure 1 shows a typical Outlook 2003 window just after login. Your Outlook may look different depending on how you have customized it for your use. The balloons show some key items to review each time you login to your email account. You should review the Junk E-mail folder on a regular basis to make sure none of your legitimate email is there. If it is a valid message, then just right click on it and select “Not Junk” and it will be moved to your Inbox.

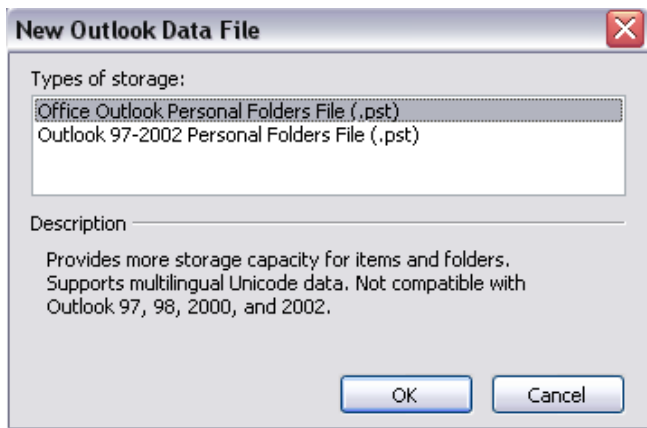
Notice also the Outlook connection status in the lower right corner. It should say “Connected”, if not then click on it and uncheck “Work Offline”. You may be prompted to enter your password.

If you do not see a list of folders in the left hand column, then click the folder icon in the lower left.



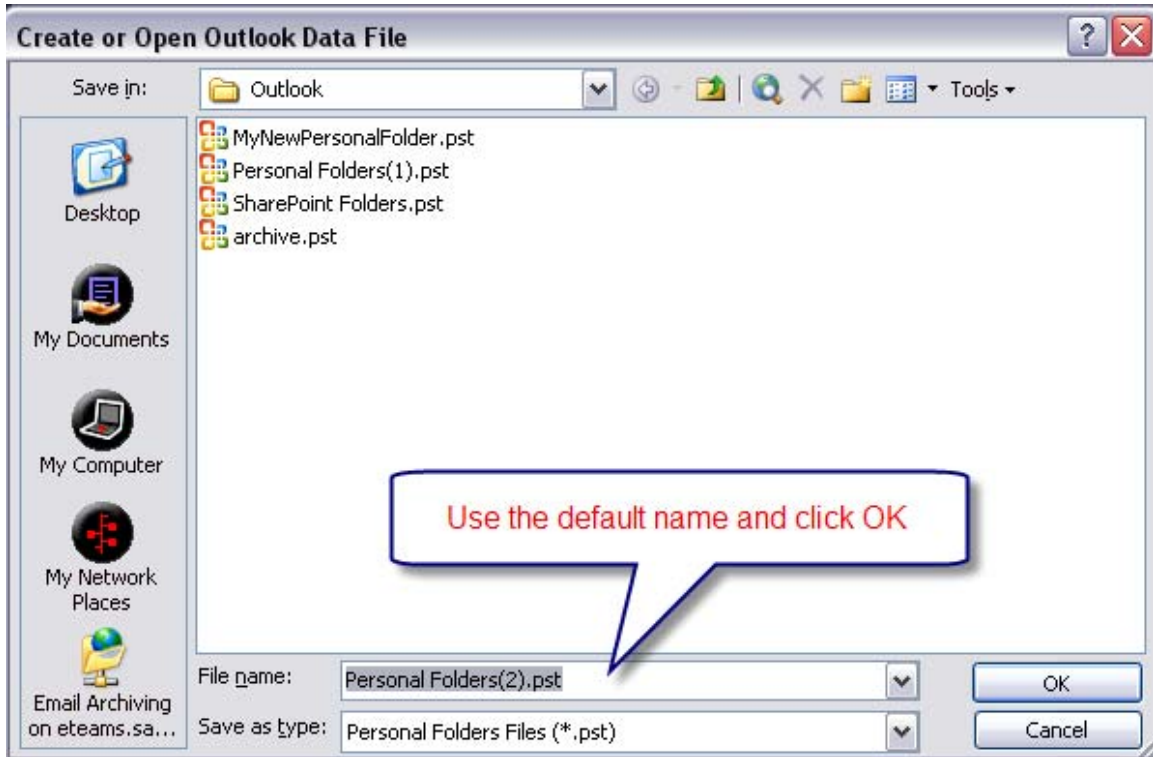
**Figure 2**

To create a new Personal Folders, select File > New > Outlook Data File... As illustrated in Figure 2.



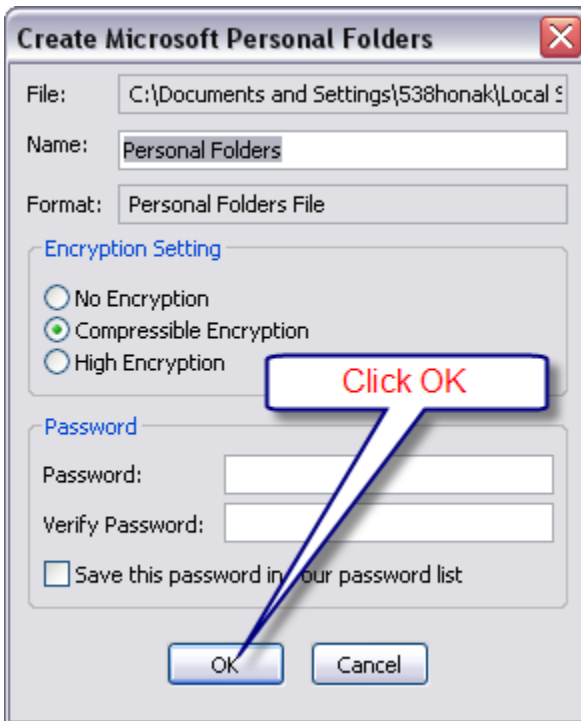
**Figure 3**

When creating a new Personal Folders, you will be prompted to select the format for the Outlook Data File. Choose the default as illustrated in Figure 3.



**Figure 4**

When asked to supply a name, use the default name, which is used internally by Outlook. You will be able to change the display name of the Personal Folders later, if you wish.



**Figure 5**

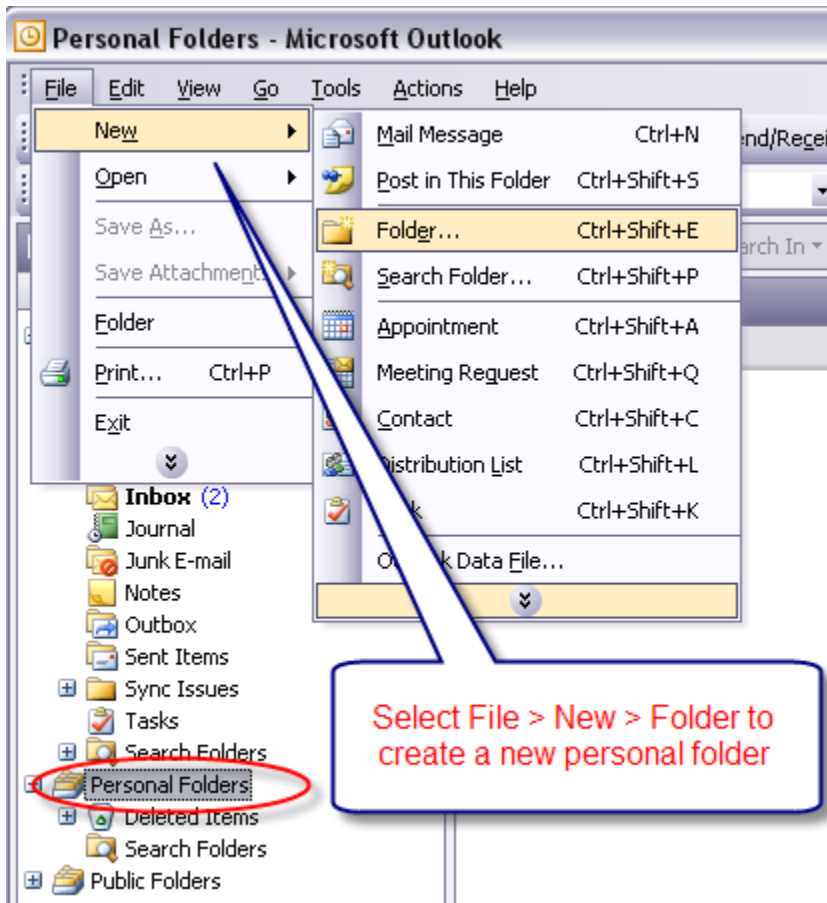
Select a Name and click OK, as illustrated in Figure 5.



**Figure 6**

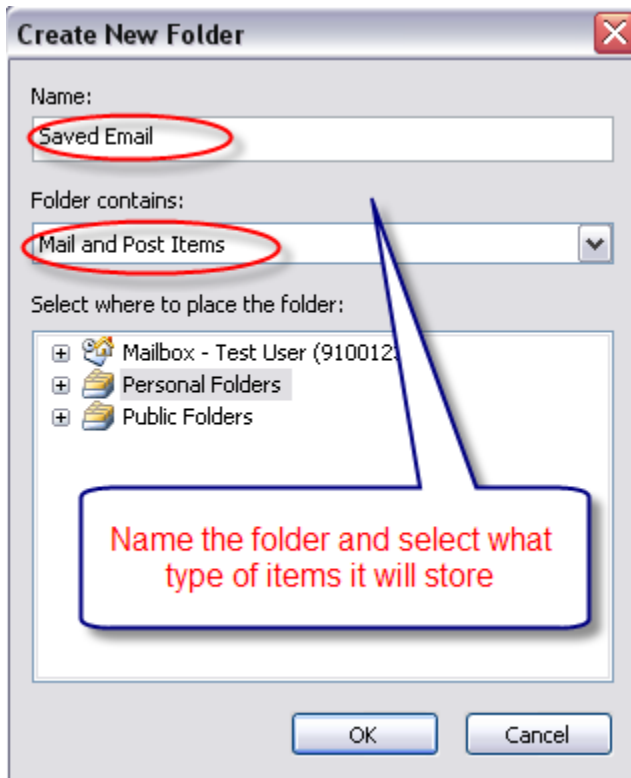
Figure 6 shows the successful creation of the Personal Folders.





**Figure 7**

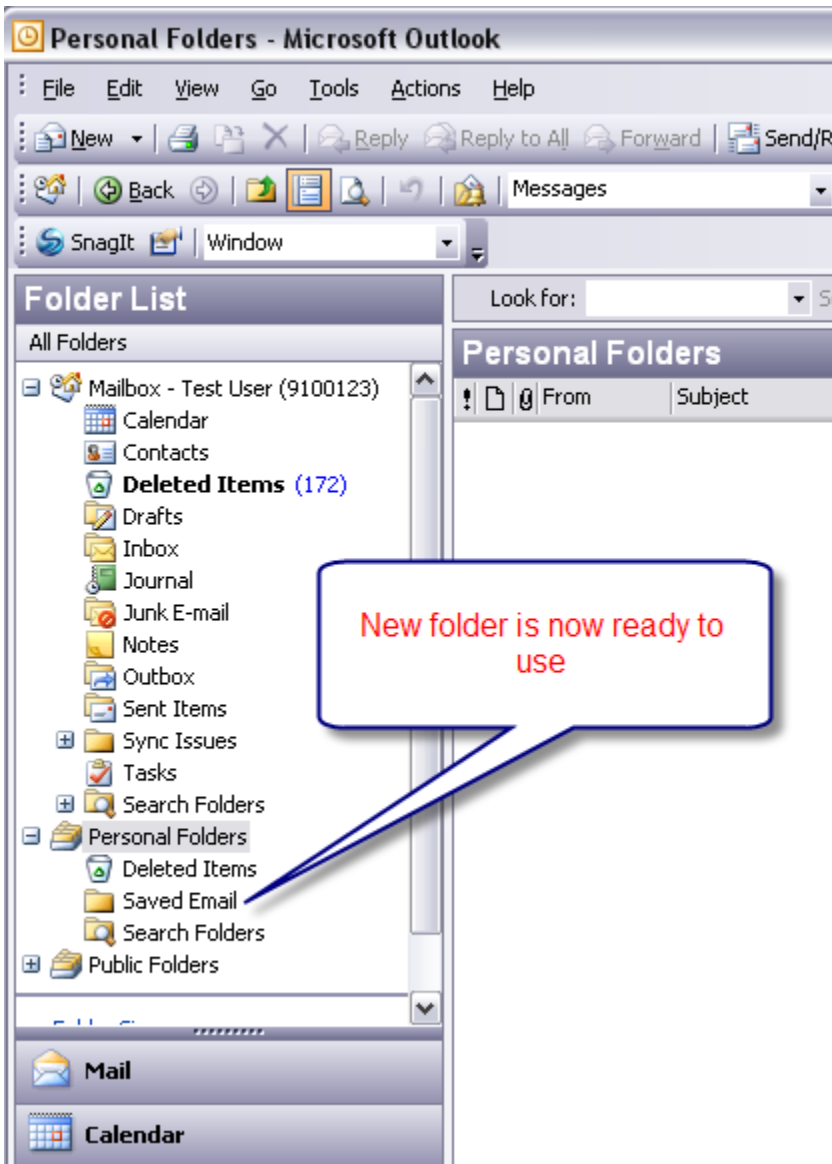
To create a new folder within the Personal Folders folder, select File > New > Folder, as illustrated in Figure 7.



**Figure 8**

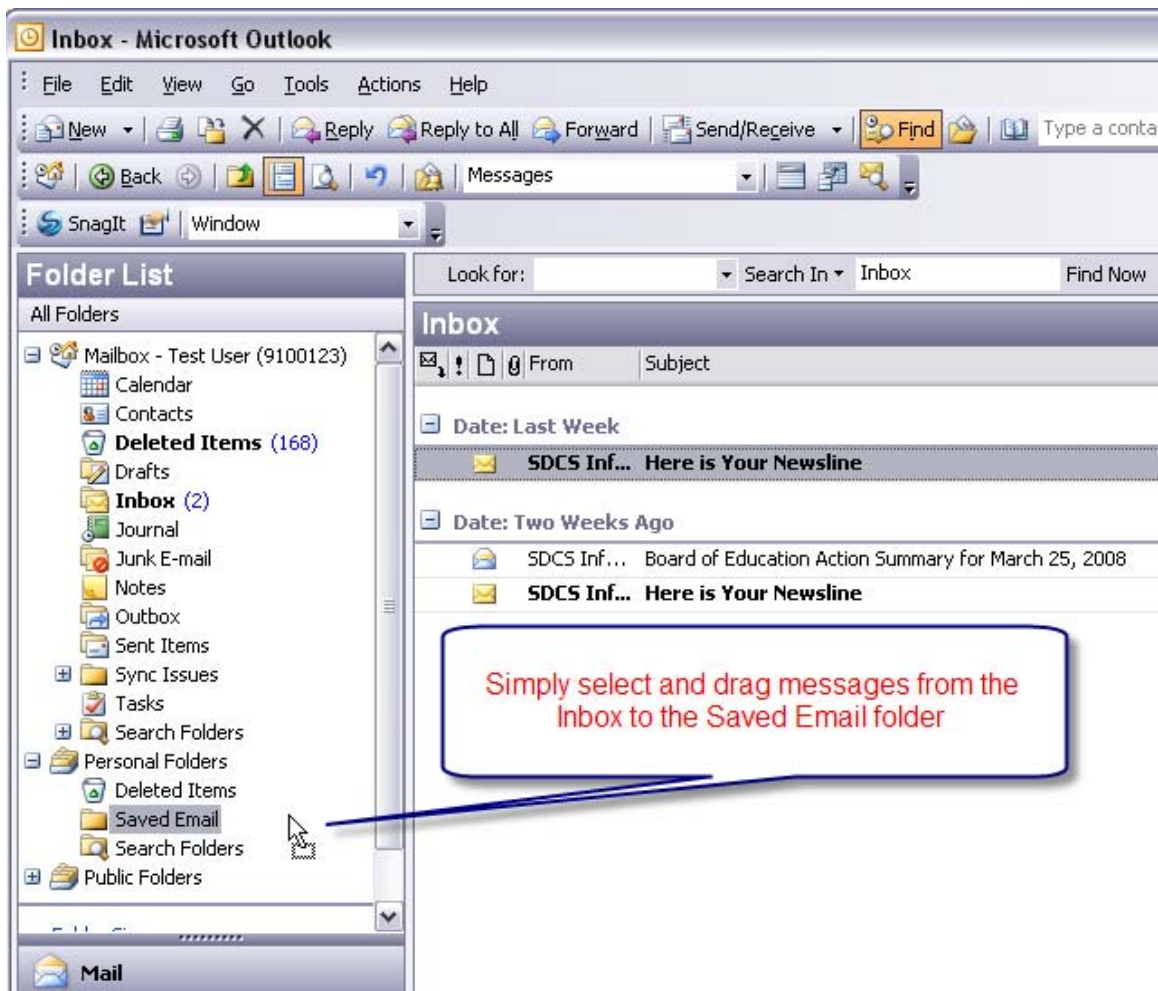
As Figure 8 shows, select the name for your new folder. If the folder will contain email messages, then select “Mail and Post Items”. Click OK.

Please note that a personal folders can be created to store any type of Outlook item, including Calendar, Contacts, Notes, Tasks, and Email.



**Figure 9**

Your new folder is now ready to use.



**Figure 10**

You can move items from your Inbox to one of your personal folders by dragging the message to the folder icon, which will remove it from your Inbox and add it to the “Saved Email” folder.

Please note that personal folders can be created for any type of Outlook item: email, calendar, notes, tasks, journal, and contacts. The process of moving any of these items to their respective personal folder is the same as shown above for email messages.

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