



# San Diego Unified

## SCHOOL DISTRICT

### Creating and Managing Personal Folders in Outlook 2007

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(<https://wikis.pepperdine.edu/display/ITHELP/Creating+and+Managing+Personal+Folders+in+Outlook+2007>)

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**Version:** 1.0

## Creating and Managing Personal Folders in Outlook 2007

### Quick Instructions

1. Click **Tools > Account Settings...**
2. In the **Data Files** tab, click **Add**.
3. Save the PST file to an easy-to-find location.
4. You can use the right-click menu or click and drag to move items into personal folders.

### Detailed Information

Personal Folders are files that Microsoft Outlook uses to store emails locally on a computer. If you are approaching the size limit for emails stored on the Exchange server, Personal Folders are a perfect way to reduce the size of your mailbox while retaining those emails.

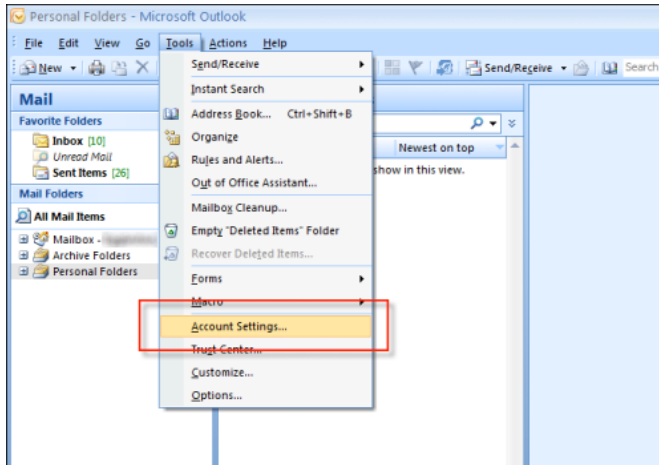
### ***Be Advised***

*Personal Folders are files in PST format saved locally on your computer's hard drive. Therefore, the information in Personal Folders is not available through webmail, and this information is also liable to be lost in the event of a computer crash. Make sure to make regular backups of your data.*

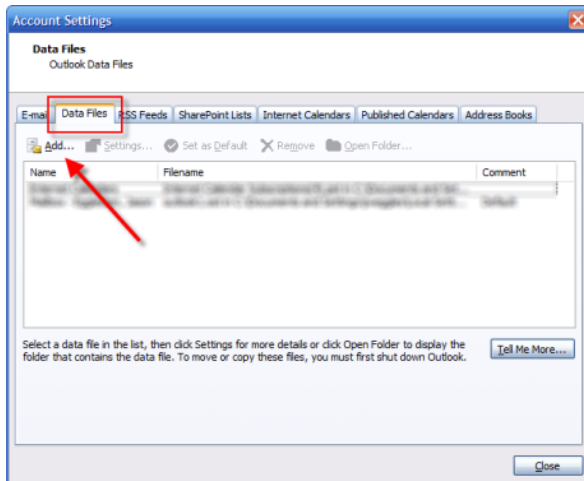
### Creating a Personal Folder

1. Open Outlook 2007
2. Click Tools > Account Settings...

## Creating and Managing Personal Folders in Outlook 2007



3. Click the "Data Files" tab
4. Click the "Add..." button

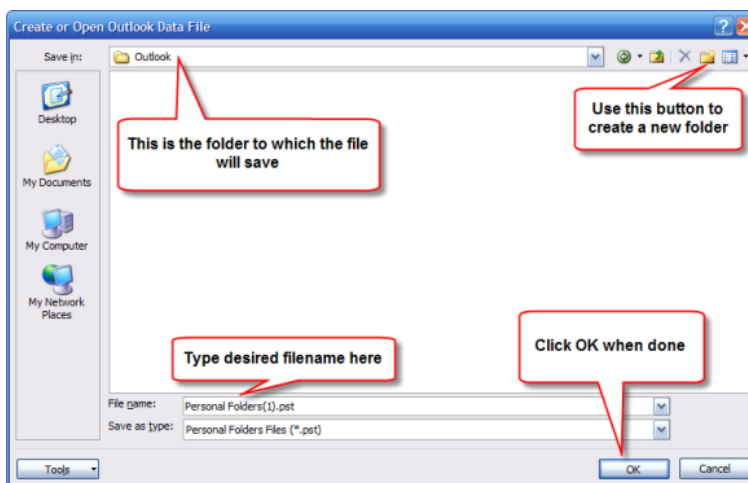


5. Click "Office Outlook Personal Folders File (.pst)" to select it
6. Click OK

## Creating and Managing Personal Folders in Outlook 2007

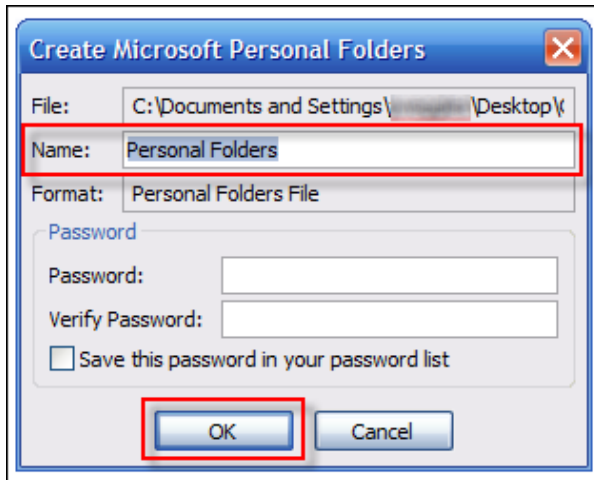


7. Select a location where you'd like to save the Personal Folders file. We suggest using an easy-to-find location such as a folder named "Outlook" within "My Documents". Once you have selected a location, type a name for the Personal Folder file (this is the name of the saved file on your hard drive, not the name that will display in Outlook), and click OK
8. To change the name that the Personal Folder will display in Outlook, type the desired name in the "Name" field.
9. To password protect your Personal Folder you may enter a password in the fields provided. For no password protection, just leave it blank.

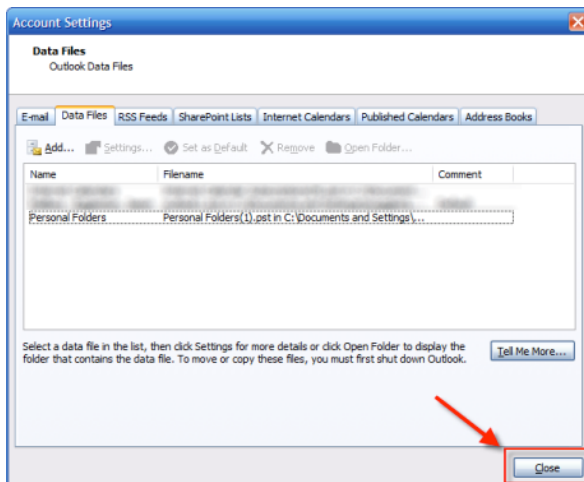


10. Click OK

## Creating and Managing Personal Folders in Outlook 2007

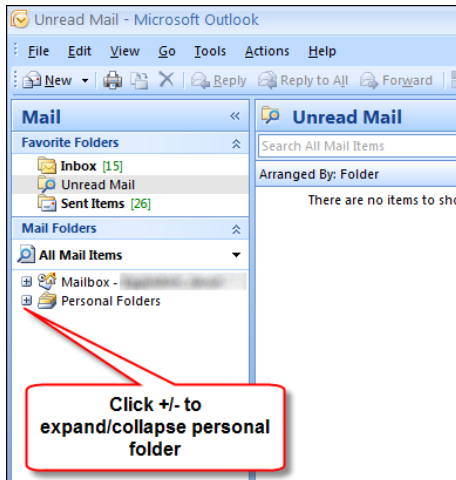


11. Click Close



12. You will now see the personal folder in the Mail Folders pane in the left column of Outlook

## Creating and Managing Personal Folders in Outlook 2007



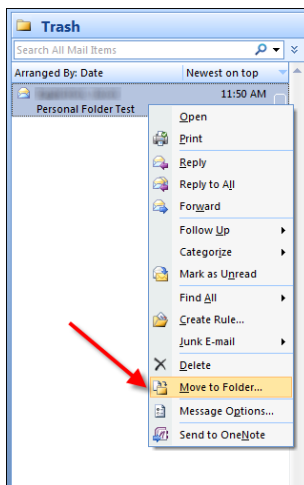
### Moving Items to Personal Folders

Find the email or folder you wish to move to you personal folder

There are two ways to move an Outlook item to a personal folder:

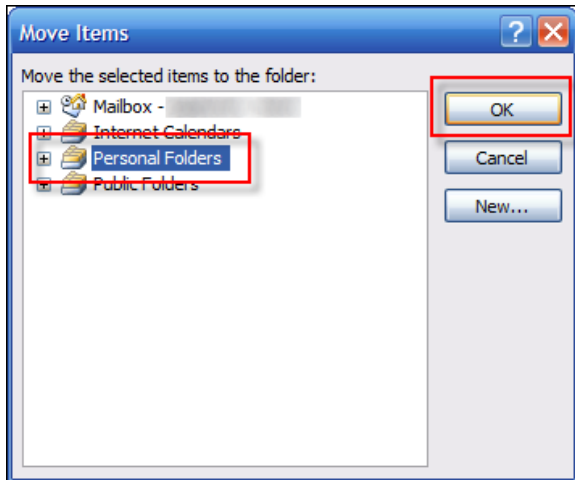
#### Right-click menu

1. Right-click the item
2. Click Move to Folder...



3. Select the personal folder by clicking it, then click OK

## Creating and Managing Personal Folders in Outlook 2007



### Click and drag

Another way to move an item into a personal folder is to simply click and drag

## Managing Personal Folders

1. You may create multiple personal folders
2. Subfolders can be added to personal folders by right-clicking on the personal folder and clicking "New Folder"

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