



Saving Email to a Personal Folder

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Moving email messages from your Outlook Mailbox to a folder on your personal computer can greatly reduce the size of your Outlook mailbox and enable you to keep messages for unlimited time.

Creating a Personal Folder

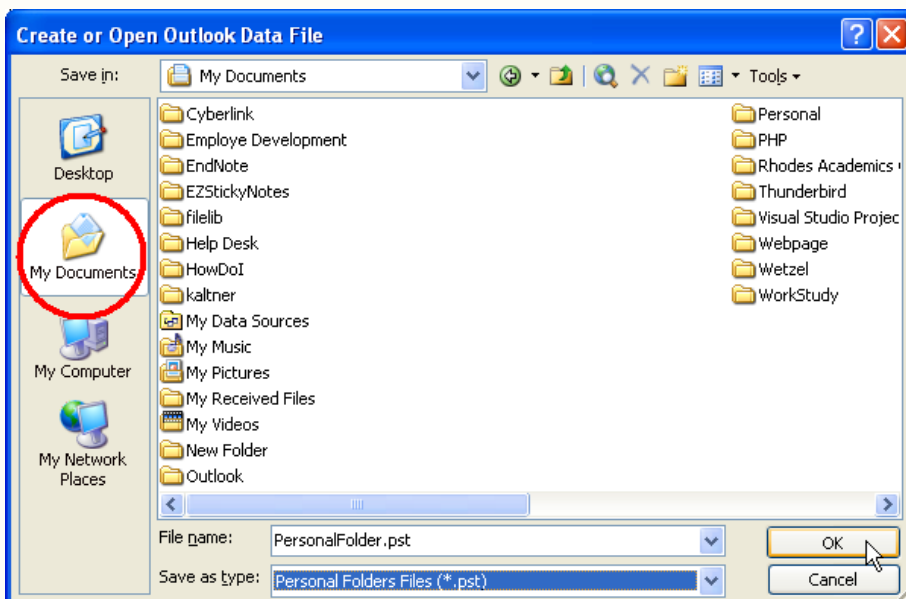
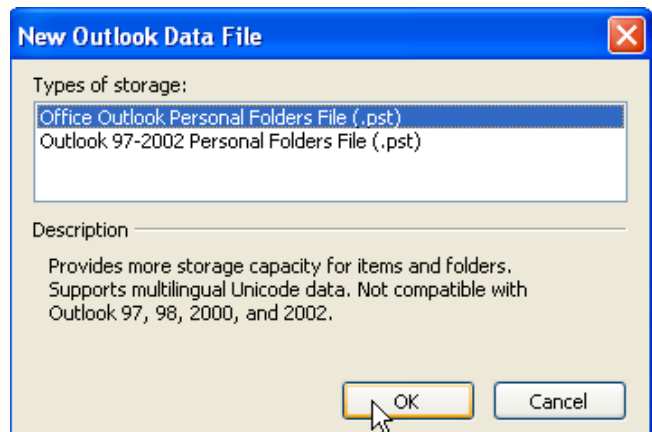
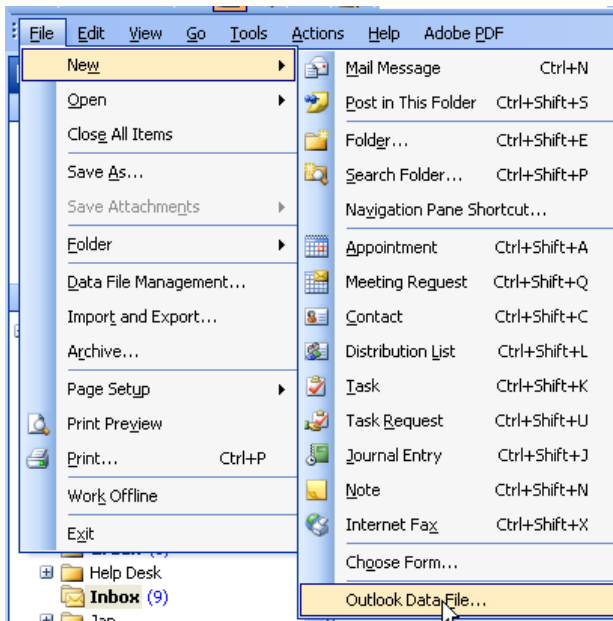
SEE ALSO:

[Using Email \(General Instructions\)](#)

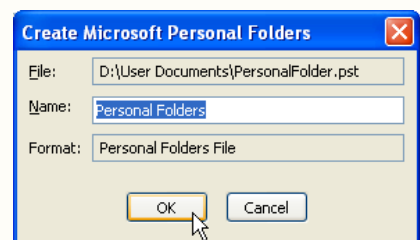
[Maintaining Your Mailbox Quota Using Outlook](#)

[Connecting to Email with Microsoft Outlook](#)

1. Open Outlook and select File, point to New, and then click Outlook Data File.
2. To create a Microsoft Outlook Personal Folders file (.pst), click OK.



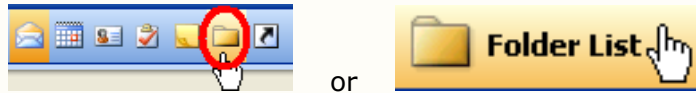
3. Select the **My Documents** folder.
4. In the **File name** box, type a name for the file, and then click **OK**.
5. In the **Name** box, type a display name for the .pst folder and click **OK**.



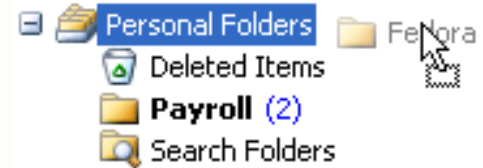
Using Your Personal Folder

Within Outlook the name that you gave the Personal Folder will appear in the **Folder List**.

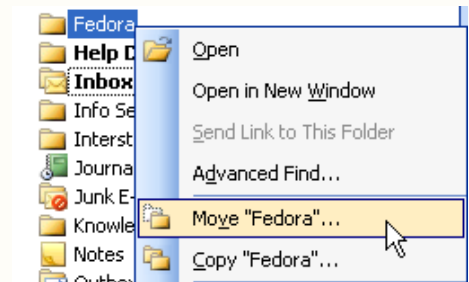
To get a list of all Outlook folders regardless of where the items are stored or the type of item such as calendar, email or task, click on



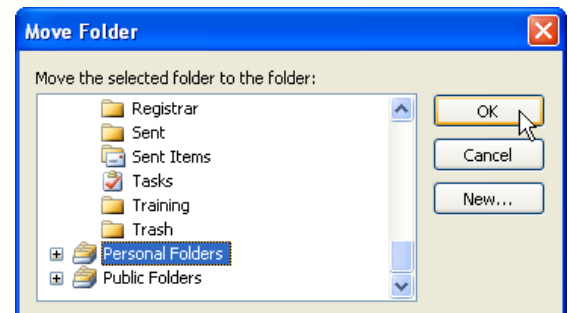
Within Outlook drag any item, be it a mail message, calendar or folder from your Outlook Mailbox folders to the new Personal Folder. This will move the item from your Outlook Mailbox to your Personal Folder.



You can also right click the item and select **Move ...**



You will then be prompted for destination folder. Select your Personal Folder and click **OK**.



Messages in your Outlook Personal Folders cannot be viewed from Outlook Web. They can only be viewed from within Outlook.