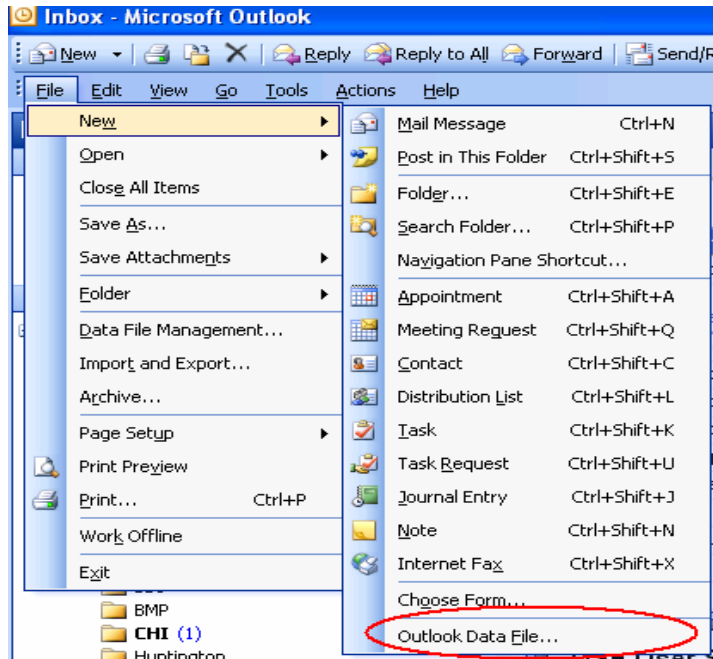


Creating a PST file/Archiving

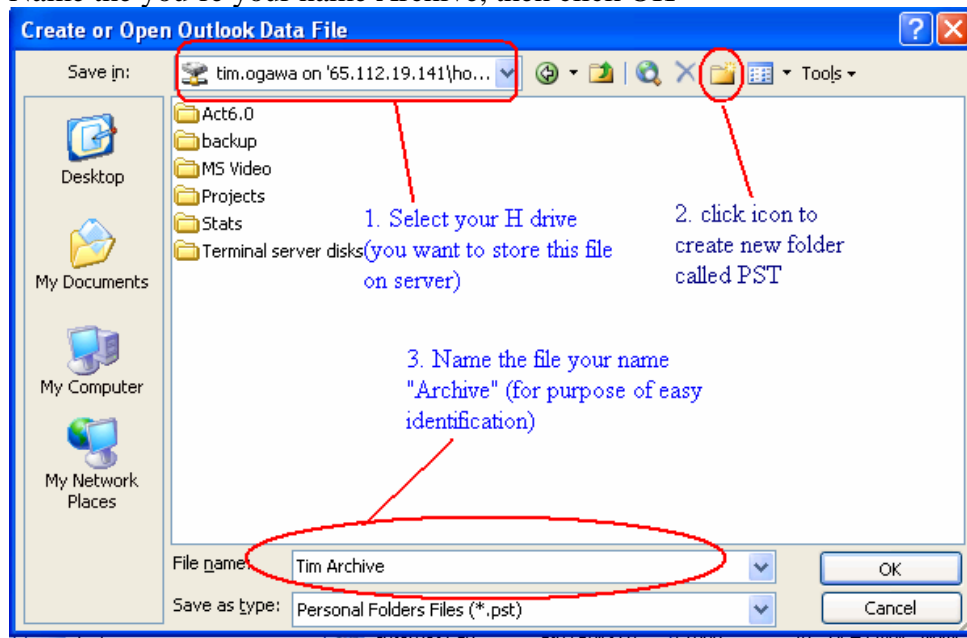
Creating a PST in your Home Drive

1. In Outlook, go to File | New | Outlook Data File

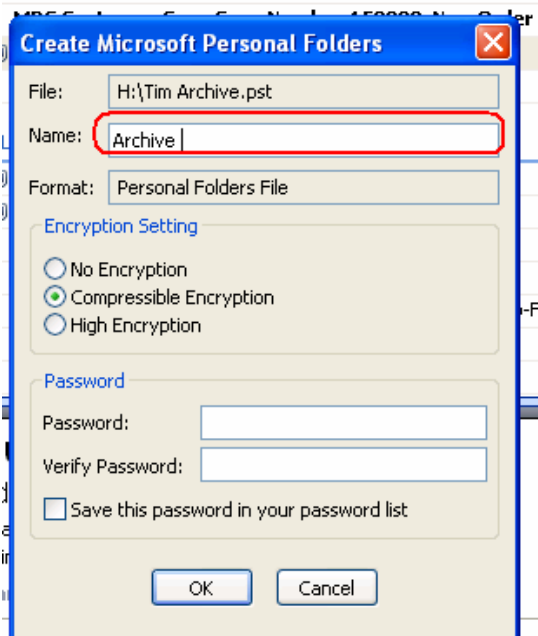


2. Choose the default “Office Outlook Personal Folders File (.pst)” and click OK
3. In the Save in Box at the top of the next screen, navigate to your home drive
4. Create a new folder in the H drive called PST, by click the new folder icon

5. Name the you're your name Archive, then click OK



6. The box below will pop up. You can name the folder anything that will identify it. Click OK after you have named it.



7. The newly created folder will now show up in your folder list.

Archiving Email

1. You can drag and drop folders and files into this file for archival purposes.

Tips:

- Before moving anything, make sure you understand or have thought about how you want to organize your archives. It is easy to lose track of where things are pretty quickly
- One method is to create a similar hierarchical structure and move old mail to this “mirrored” archive folder
- Another method may be just moving sent items and deleted items as these tend to build up the most and often people do not want to delete these permanently.
- You can select several emails to drag and drop by holding the control key and selecting each email
- You can also select groups of email by holding the shift key down while selecting the group.
- To determine the present size of your mail file
 - Right click on the top level of your Exchange box and choose properties
 - Click on the Folder Size icon
 - The number is displayed in KB. To get the MB number, disregard the last three digits. For example if it shows 412,245KB it is approximately 412MB..