

Creating a Personal Folder in Outlook is a good way to back up your information from the Exchange server. A Personal Folders file resides on your computer or local file server, instead of on the Exchange server. You can create any number of personal folders files to store related items on your hard drive or to back up or archive folders. A personal folders file appears in the Folder List with the default name "Personal Folders". You can work with a personal folders file as you would with any other file. You can save, copy, and move it to another location on your hard drive or local file server.

Instructions for Windows Users:

1. Click **File** menu, click **New**, and select **Personal Folders File (.pst)**. The Create Personal Folders dialog box appears.



The default folder location for Win95/98 is *C:\ Windows \ Local Settings \ Application Data \ Microsoft \ Outlook* or for Win NT is *C:\ Winnt \ Profiles \ username \ Local Settings \ appdata \ MS \ Outlook*.

You can create a new Personal Folders file in any folder, but it makes sense to create the new Personal Folders file in the same folder as an existing Personal Folders file.

2. In the *File name:* field, replace the name with the file name you want to use for the Personal Folders file. The name given here is the name that appears in Windows Explorer. Do not type a file name extension; Outlook automatically uses *PST*

NOTE: Each Personal Folders file has two names. One name is the file name you see in Windows Explorer. The other is the name you see in the Outlook Folder List. If you create more than one personal folders file, you may want to denote the difference with the file name (e.g. Personal Folders - ProjectX).

3. Click **Create**. The Create Microsoft Personal Folders dialog box appears.



4. In the *Name:* field, type in a name that identifies the purpose of the new Personal Folders file. This is the name that appears in your Outlook Folder List. It is recommended that this name be the same as the file name you typed in the previous dialog box.

5. Under the *Encryption Setting* section, accept the default of compressible encryption.

6. If you want to password-protect the new file, type a password in the *Password:* field, and then again in the *Verify Password:* field.

CAUTION: Be careful when protecting the file with a Password. In this case, there will be no way to access your personal folders file if you forget the password. The file will be permanently locked inside your computer.

7. Leave the *Save this password in your password list* field unchecked.

8. Click **OK**.

The new Personal Folders file appears in the Folder List. By default, the only folder contained in the file currently is a Deleted Items folder.



After this file is created you need to copy the items you want to back up from the Exchange server to your Personal Folder. You can select particular folders or copy your entire mailbox.

To select particular folders to copy:

1. Right-click on the folder and select **Copy**. (This will also select any subfolders underneath that folder).
2. A dialog box will appear. Navigate to the Personal Folder you just created.
3. Select where you want the folder copied and click on OK.

To backup your entire mailbox:

Verify that the location you want to copy these files to (either your computer or local server) has adequate free space before you begin this process.

1. Click **File** menu, click **Import and Export**.
2. Select **Export to a File** and click **Next**.
3. Select **Personal Folders (PST)** and click **Next**.
4. Navigate to your mailbox (appears as Mailbox - your name in Folder List). If you want to export items from subfolders, make sure **Include Subfolders** is checked.
5. Enter name you want to give this file in the **Save exported file as:** box. If you want to copy your Personal Folder to a local file server or particular location on your computer, browse to that location before you enter the filename.
6. Click **Finish**. All contents in your mailbox will be copied to the location you selected.

Instructions for Mac users:

Please Note: Personal Folders created using the Outlook 2001 client can be accessed by either Mac or Windows. Personal Folders created using the older Outlook 8.2 client can only be accessed from a Mac.

1. From the **Tools** menu, choose **Services**.
2. Click **Add**.
3. In the **Available services list**, click **Personal Folders**, and then click **Add**.
4. Click **New**.
5. In the **Save as** box, type a name for the Personal Folders file.
6. Click the folder location, and then click **Save**.
7. In the **Name** box, type the name you want to see displayed in the Folder List for this Personal Folders file. The default name is **Personal Folders**.
8. Select any other options that you want. For more information on Personal Folders go to the Outlook Help menu and select Microsoft Outlook Help Topics. Click on the listing for Personal Folders.

After this file is created you need to copy the items you want to back up from the Exchange server to your Personal Folder. You will need to copy each main folder separately. All subfolders will be copied along with the main folders.

To select particular folders to copy:

1. CTRL-click on the folder in your mailbox and select **Copy**. (This will also select any subfolders underneath that folder).
2. A dialog box will appear. Navigate to the **Personal Folder** you just created.
3. Select where you want the folder copied and click on OK.