

## Creating a Personal Folder in Outlook 2007

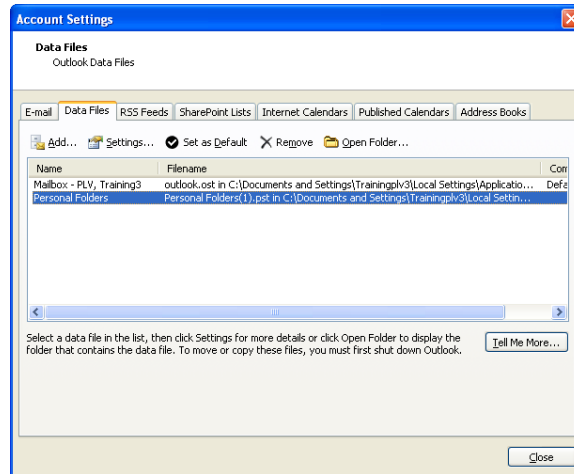
### Introduction

This document contains instructions on how to create Microsoft Outlook's Personal Folder on the local PC.

To create Microsoft Personal Folders:

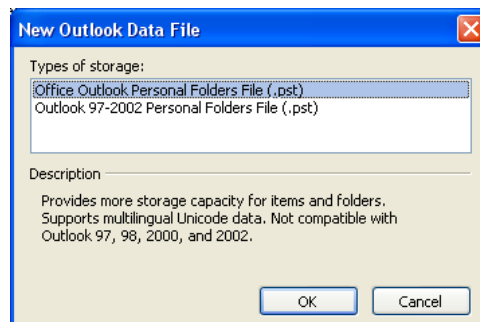
- open **Microsoft Outlook 2007**
- click **Tools**
- select **Account Setting** and click **Data Files** tab

The *Account Settings* dialog box displays with your current e-mail account.



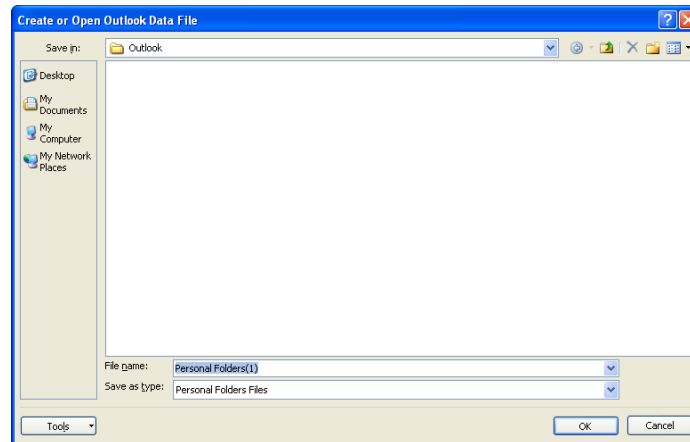
- click **Add** under the **Data Files** tab

The *New Account Data File* dialog box displays.



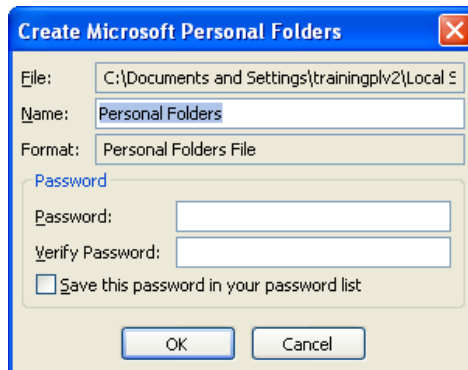
- select **Office Outlook Personal Folders File (.pst)**
- click **OK**

The *Create or Open Outlook Data File* dialog box displays.

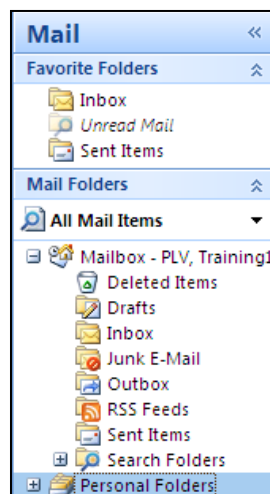


- click **OK**

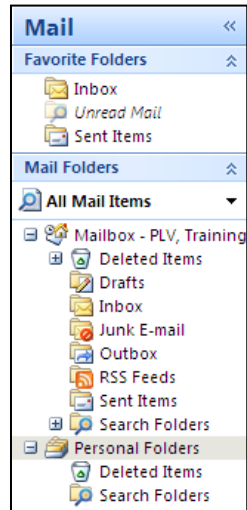
The *Create Microsoft Personal Folders* dialog box displays.



- click **OK**
- click **Close**
- click  next to **Personal Folders** under **All Mail Items** in the **Navigation Pane**



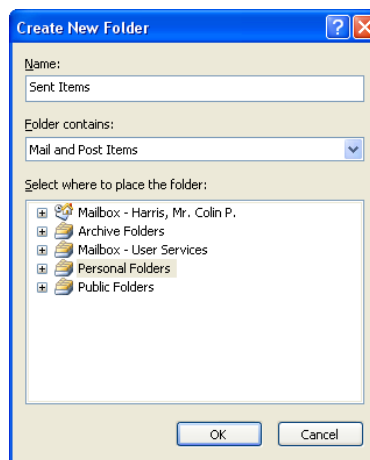
The two subfolders *Deleted Items* and *Search Folders* displays.



To create a new folder under personal folders:

- right-click **Personal Folders** and select **New Folder**

The *Create New Folder* dialog box displays.



- type *foldername* (e.g., Sent Items)

Where *foldername* is the name given to the new folder.

- click **OK**