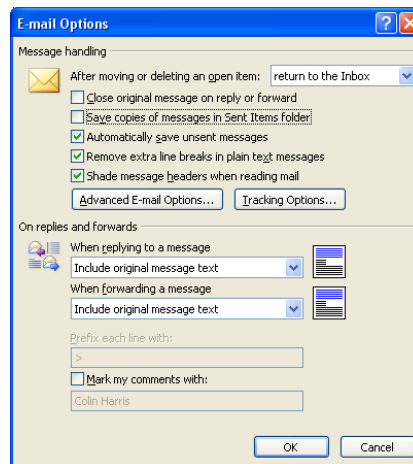


Moving Sent Items from Exchange to Personal Folders in 2007

Introduction

This document contains instructions on how to create a rule to move your e-mail message to the sent items personal folder.

- open **Microsoft Outlook 2007**
- click **Tools**
- select **Options** and click **E-mail Options** under the **Preference** tab

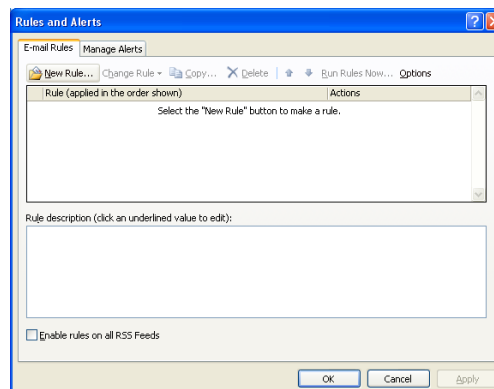


- uncheck the option **Save copies of messages in Sent Items folder**
- click **OK**
- click **OK**

To set up a Rule to move copies of messages to a Personal Folder:

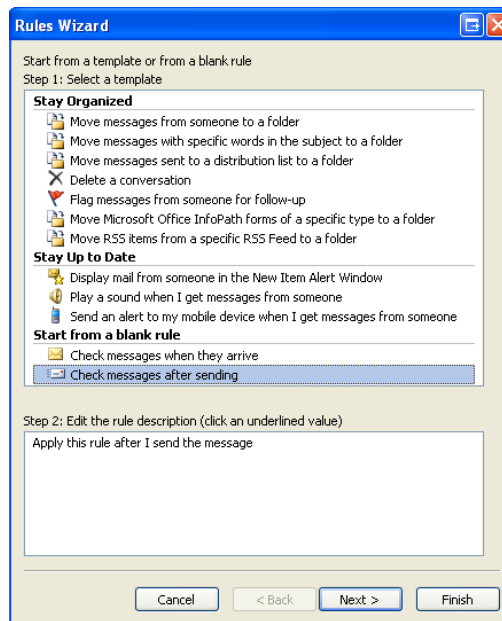
- click **Mail** in the **Navigation Pane**
- click **Tools** and select **Rules and Alerts**

The *Rules and Alerts* dialog box displays.

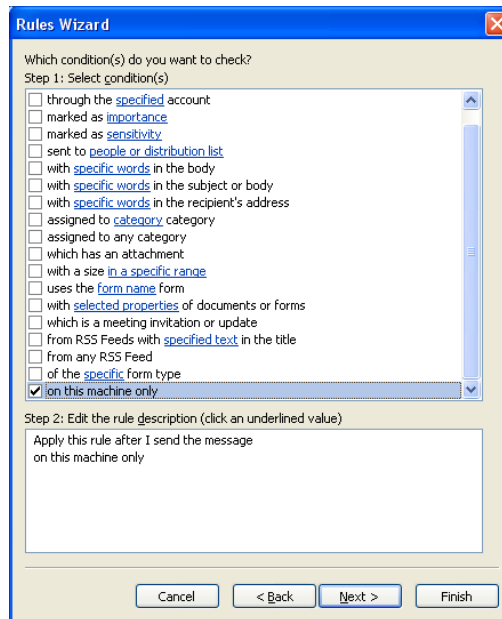


- click **New Rule** from the **E-mail Rules** tab

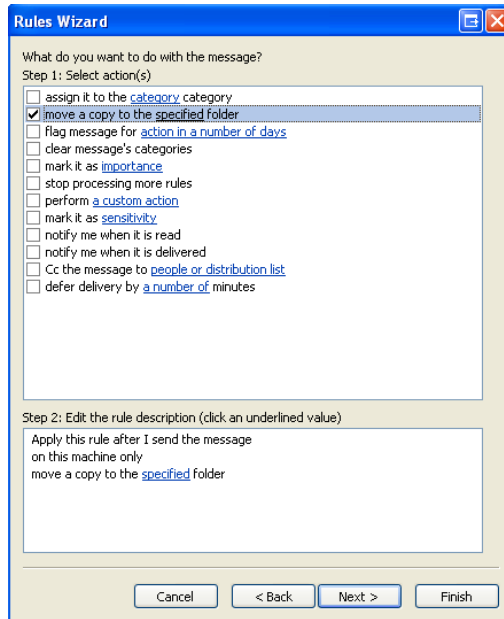
The *Rules Wizard* dialog box displays.



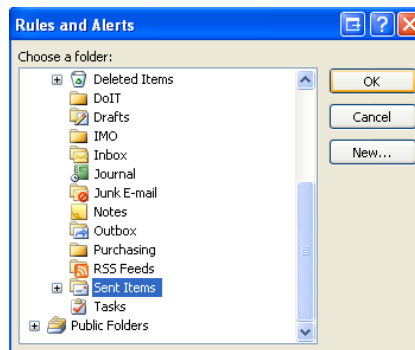
- select **Check messages after sending** under **Start from a blank rule**
- click **Next**



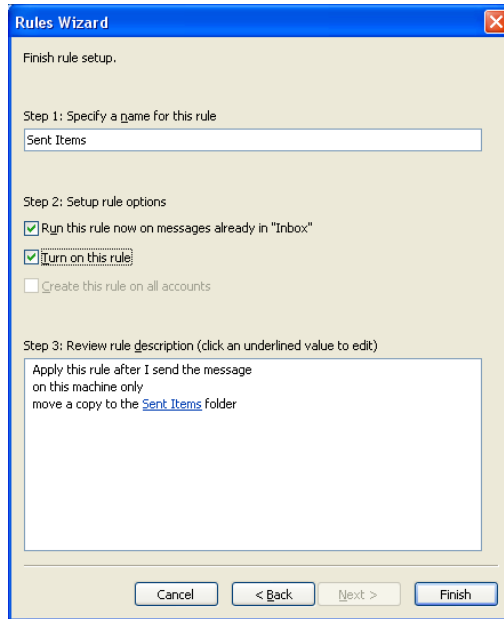
- scroll down and select **on this machine only**
- click **Next**



- select **move a copy to the specified folder**
- click **specified** under **Step 2**



- scroll down and select **Sent Items** under **Personal Folders**
- click **OK**
- click **Next**
- click **Next**

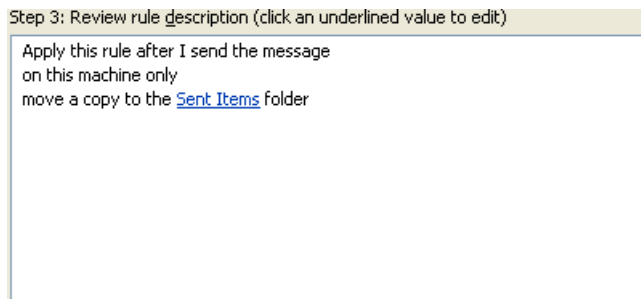


- type *Sent Items* under **Step 1: Specify a name for this rule**

To activate setup rule option:

- check the box next to **Run this rule now on messages already in “Inbox”**
- check the box next to **Turn on this rule**

If you have successfully setup a Rule to move a copy of your e-mail messages to the Sent Items folder in your Personal Folder, the rule description is listed in **Step 3**.



Note: If the rule does not appear as above, then click Cancel or the Back button to redo the steps.

- click **Finish**

A message displays, “**The rule is a client-only rule, and will process only when Outlook is running.**”

- click **OK**
- click **Apply** and click **OK**

Note: Sent Items will now be copied and placed in the Personal Folders. The existing Sent Items will remain in your Exchange Server until manually removed.