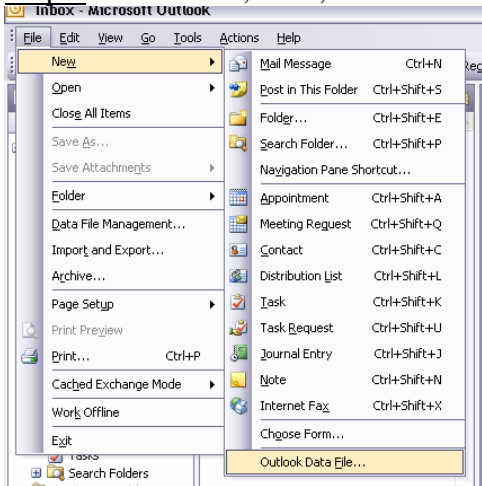
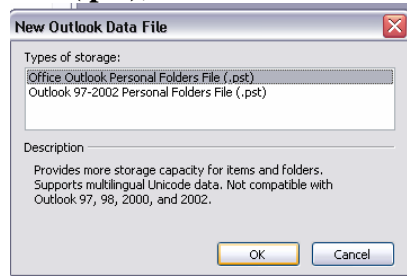


Creating Personal Folders in Outlook

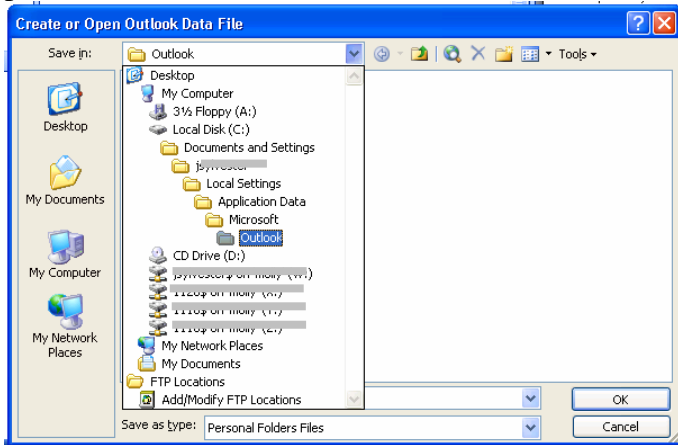
Step 1: Go to **File, New, Outlook Data File...**



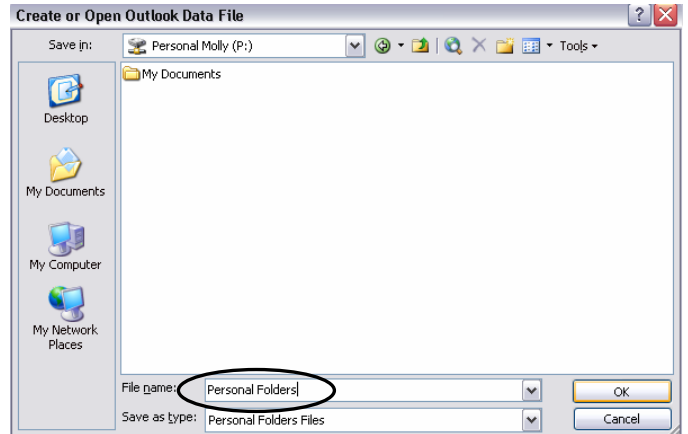
Step 2: Select **Office Outlook Personal Folders File (.pst)**, then click **OK**.



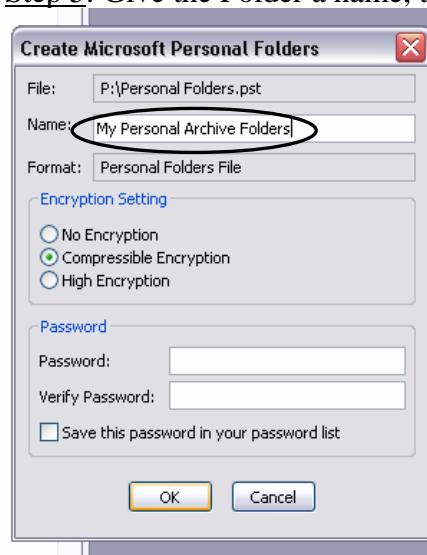
Step 3: Select the location you want to save your personal folders.



Step 4: Create your personal folders by naming the file.



Step 5: Give the Folder a name, then click **OK**.



Step 6: Your personal folder is now available from the **Folder List**.

