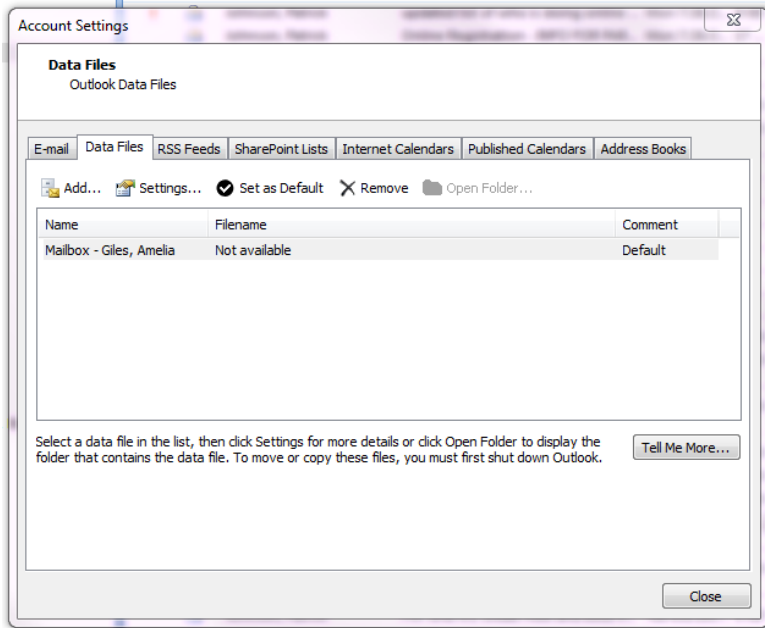


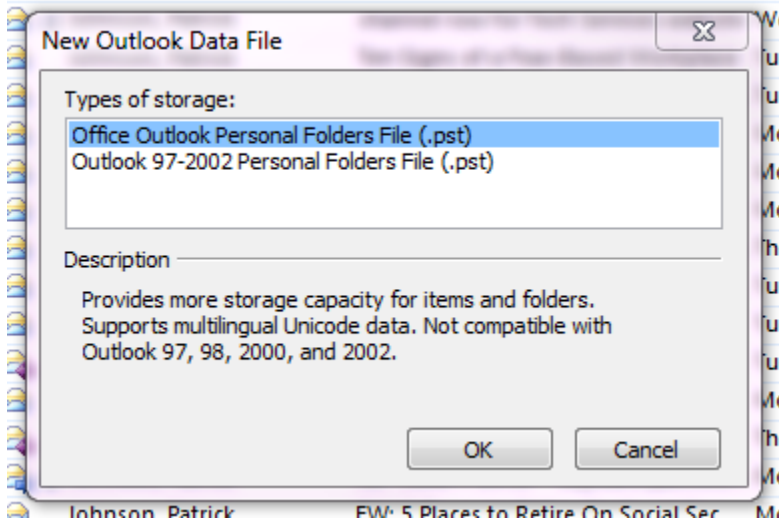
Each Summer during the first week of July email from the previous school year is purged. It will affect INBOX, OUTBOX, SENT ITEMS, DELETED ITEMS and ANY SUB-FOLDERS located under these folders. It will NOT affect CONTACTS, CALENDAR ITEMS, TASKS or NOTES, nor will it affect local .PST files.

Email can be backed up to your U:\ drive or your local (C:\) drive. TSD recommends backing up to the U:\ drive.

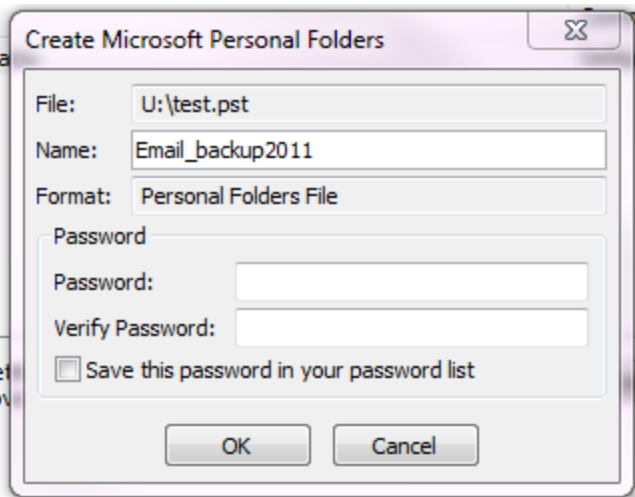
1. Open Outlook.
2. Select File/Data File Management.
3. Select Add.



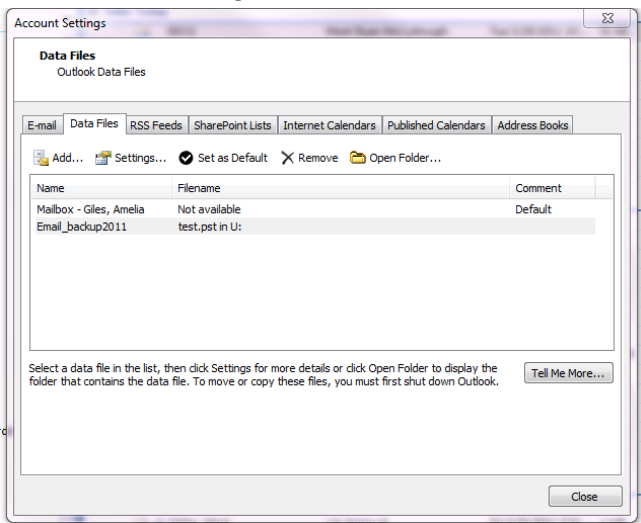
4. Select the top option, Office Outlook Personal Folders File (.pst).



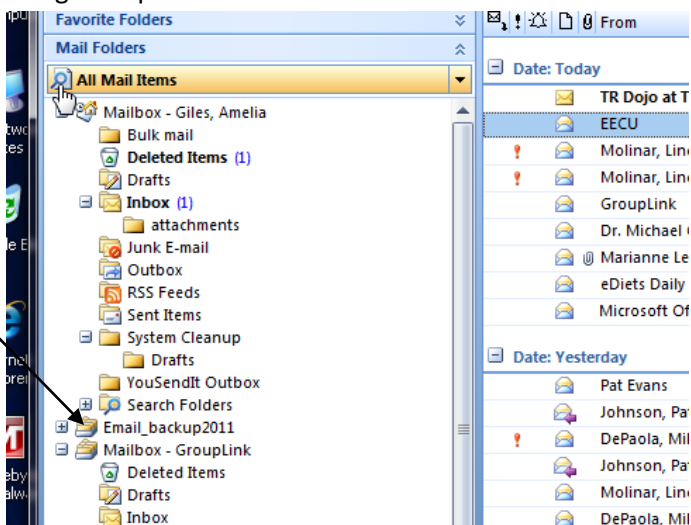
5. Select OK.
6. On the left side of the window navigate to your U:\ drive under Computer. Under File Name, name the new Personal folder Email_backup2011, or something to that effect. Click OK.
7. In the next window, change the Name to the same name as above in step 6 and click OK. DO NOT create a password. If you create one and forget it, there is no way to override it to get to your email.



8. Your Account Settings window will now look like this:



9. Select Close and you are back at your normal Outlook view. You should now see your new folder in your Outlook Navigation pane on the left side.



10. Now you can drag messages and/or folders to the Email_backup2011 folder, where they will be stored on your U:\ drive, and will not be purged when the all district email purge occurs in July. (Email stored on the U:\ drive can only be accessed from Outlook while in the district. Using Web mail, you will not be able to see personal folders.)