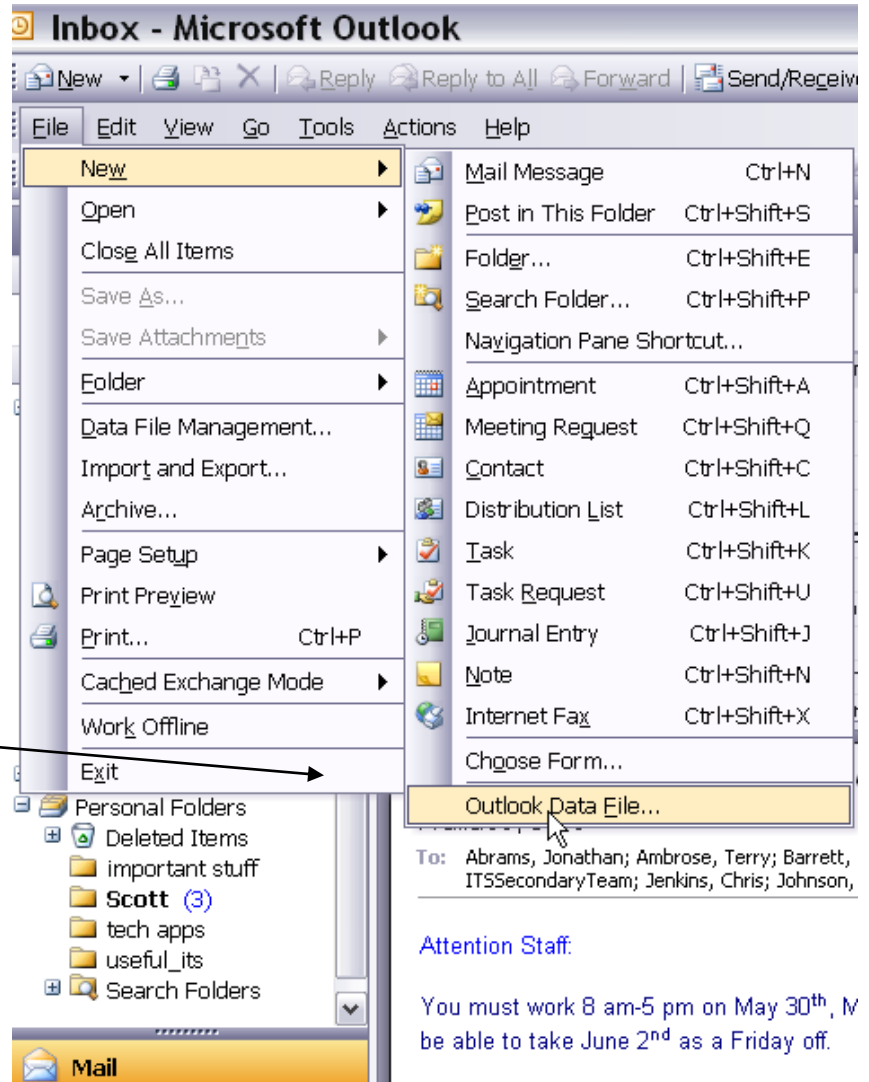


Making a Personal Folder in Office 2003/2007

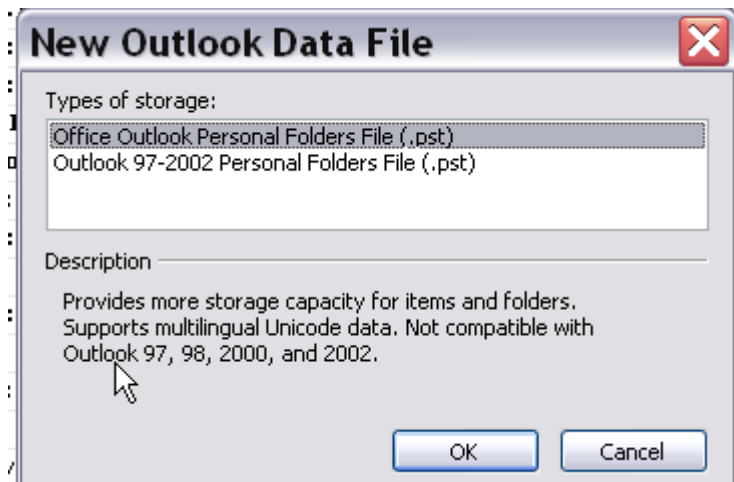
1) Open Outlook 2003/2007

2) Select File/New

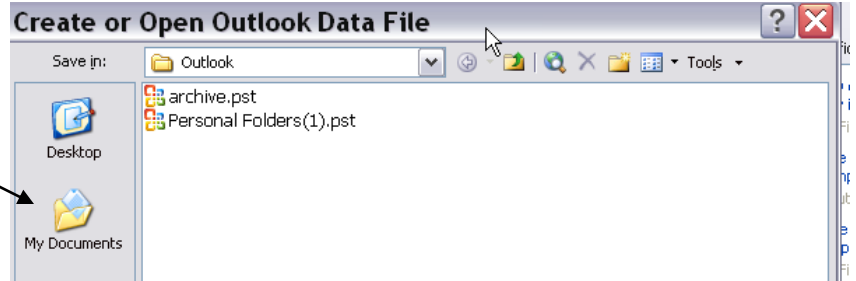
3) Select Outlook Data File



4) Select the top option

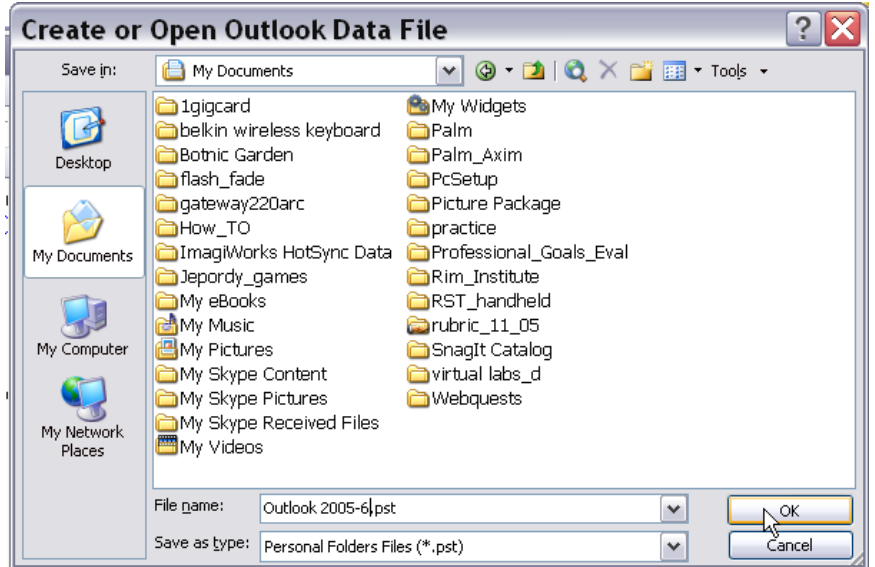


5) Click My Document Icon



6) Name folder
I recommend something
descriptive ie

Outlook2005-6.pst



7) Drag folders you want to save from Inbox onto Personal Folder.

8) Mailbox and Archive Folders are on Server.

9) Personal Folders are on your hard drive.

10) Folders inside Personal Folders will be saved on your hard drive.

