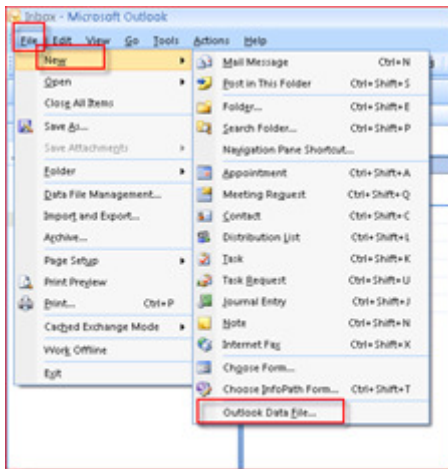
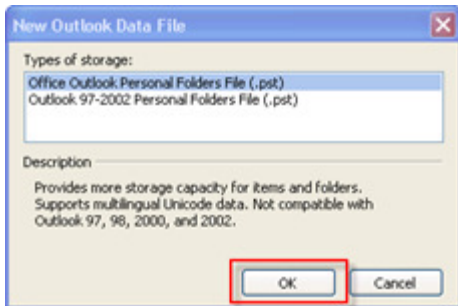


How to Create PST file in Outlook 2003

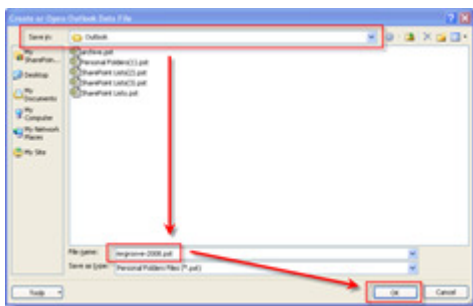
1: From Outlook, Click File, New, Outlook Data File...



2: Keep Default Setting – Office Outlook Personal Folders File (.pst) and Click OK

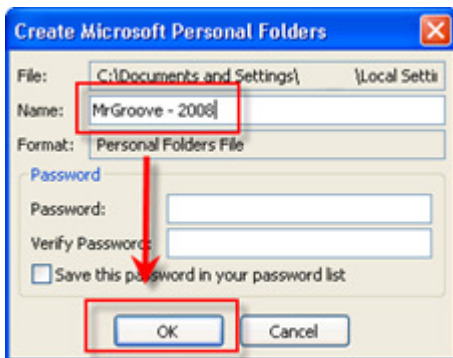


3: Verify location to save PST file, Type File Name for PST, Click OK



How to Create PST file in Outlook 2003

4: In the **Name Field**, Type Display Name. This is the name which will be displayed in Outlook. *Click OK*



5: Once Step 4 is completed, new .PST or Local Personal Data Folder will *display* in your **Navigation Pane** as shown in the Screen Snip Below. *Expand the Personal Data File* you created and *Right Click* on **Personal Data File** (MrGroove – 2008 in my example) to begin Creating additional folders, Calendars etc... *Drag and Drop* also works OR, you can *Cut* and *Paste* Emails or Folders of Emails from your Server Mailbox to your new .PST Personal Data Folder. It's pretty simple.

