

## How To Create a .PST File For Outlook

This document has been prepared based on the need to archive and store emails that you want to save while not taking up additional space on the mail / file server.

### **Open Microsoft Outlook as you normally would before beginning these steps**

1. On the **File** menu, point to **New**, and then click **Outlook Data File**.  
In the **Types of storage** area, click **Office Outlook Personal Folders File (.pst)** to create a new Outlook 2003 .pst file. Click **Outlook 97-2002 Personal Folders File (.pst)** to create a new Outlook .pst file that is compatible with earlier versions of Outlook.
2. Click **OK**.
3. Use the default Outlook folder location.
4. In the **File name** box, type a name for the new .pst file, or you can use the default name. Click **OK**.  
In the **Name** box, type a title for the .pst file, or you can use the default title of Personal Folders. The title that you enter in the **Name** box is the name that is
5. used on the Outlook 2003 All Mail Folders list, and it is applied to any shortcuts that are made for the .pst file on the Outlook Bar. After you select the settings that you want, click **OK**.
6. The new .pst file is added to the Outlook 2003 All Mail Folders list. To view the Folder List, click **Folder List** on the **Go** menu.

Once you have created this new PST file you can begin to move email messages, or entire folders from your mailbox to this newly created PST file. You can create the file and folder structure in this PST.

**Note:** Once you move email messages to this PST file it will not be accessible through Outlook Web Access. You will still have access to all these email messages while logged on locally to your workstation through.

**Important:** PST files have a size limit of 2-gigabytes. So create as many PST files as you need to accommodate your space requirements.