

About Personal Folder Files

A personal folder is an Outlook 2007 folder that is stored on your computer. You can easily save your e-mail messages and items in this folder. Your personal file folder is displayed in the Outlook 2007 folder view with your other folders. A personal folder functions just like your regular e-mail except that its content resides on your computer (offline) instead of on your e-mail server (online).

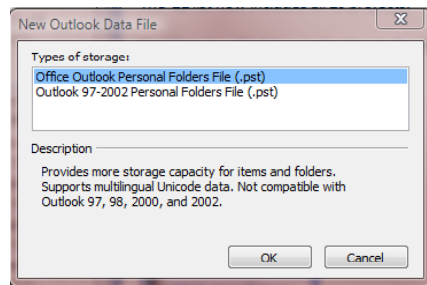
There are a number of reasons why you may want to use personal folders. For example, if you have exceeded your mailbox limit and you need to store additional e-mail on your computer, or you want to keep e-mail on your computer instead of on your e-mail server. Also, personal folder files can be moved to storage locations other than your computer.

How To Create Personal Folder Files

1 On the **File** menu, point to **New** and click **Outlook Data File**.

2 In the **New Outlook Data File** dialog box, click the type of storage you prefer.

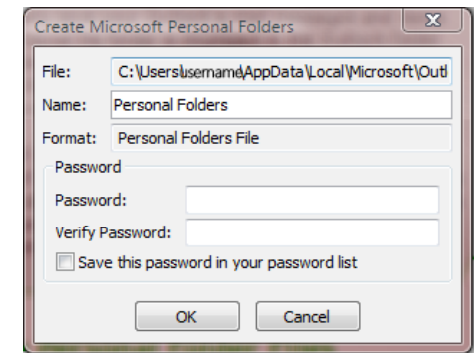
Note The **Office Outlook Personal Folder File (.pst)** provides more storage capacity and multilingual support than the **Outlook 97-2002 Personal Folders file (.pst)**, but it is not compatible with Outlook 97-2002.



3 Click **OK**.

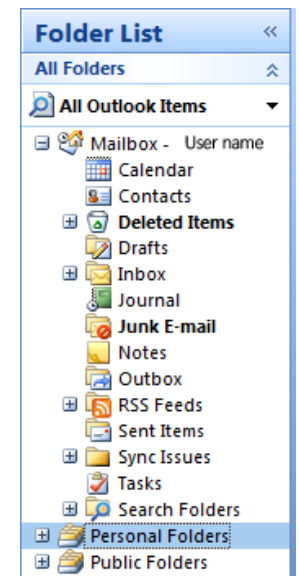
4 In the **Create or Open Outlook Data File** dialog box, accept the default name for your personal folder file in the **File Name** box and click **OK**.

5 In the **Create Microsoft Personal Folders** dialog box, type a name for your personal folders. This name appears in your Outlook 2007 Folders list. To add a password to your personal folder file, fill out the password section.



6 Click **OK**.

Your personal folder file is now on your hard drive and displayed in Outlook 2007 with the rest of your e-mail folders.



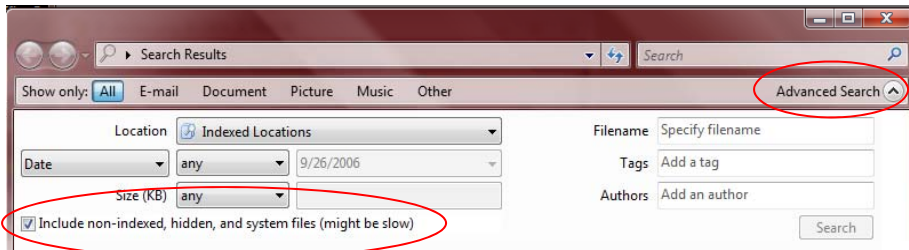
Find Your Personal Folder Files

Here's how to find your .pst files when you need to copy or move them.

Note Your .pst files are hidden. Because .pst files are not displayed in your file folders, you may have difficulty finding them. The default location of your .pst file is here:

C:\Users*YourAlias*\AppData\Local\Microsoft\Outlook\Personal Folders(1).

- 1 Click the **Start** (🌐) button, and then click **Search**.
- 2 Click **Advanced Search**. Select the **Include non-indexed, hidden, and system files (might be slow)** check box.



- 3 In the **Search** dialog box, type *.pst.

The name and location of the .pst file displays as shown below.

