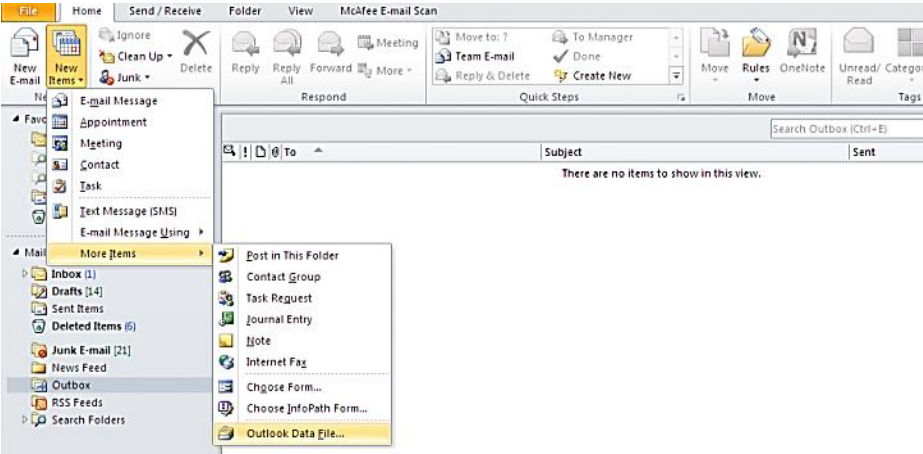
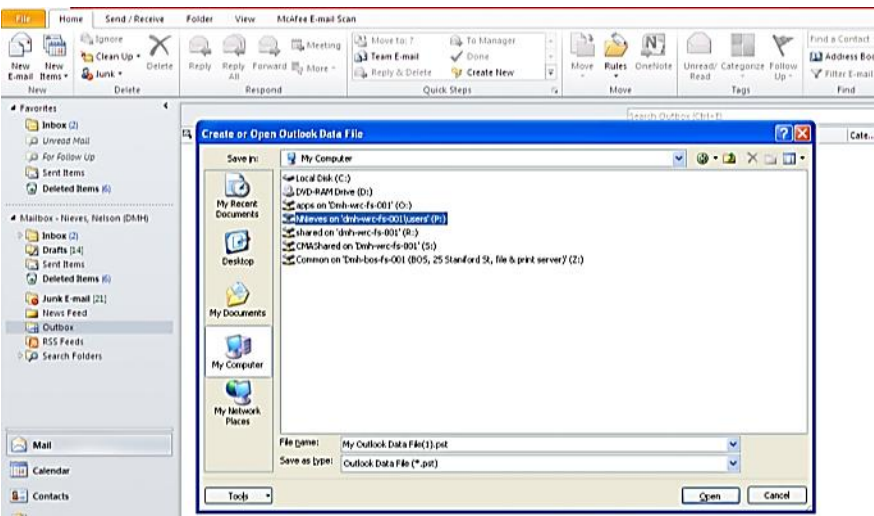


# How to Create Personal Folders (.PST File) in Microsoft Outlook 2010

**Step 1:** Open Outlook, click on the **Home Tab**, and then click on **New Items, More Items**, and **Outlook Data File**.



**Step 2:** Click on **My Computer** and select your **Personal Drive (P:)**. You will need to name the file- you will see My Outlook Data File(1).pst highlighted- give the file any name you want (or you can leave the default name) and then click ok.



**Step 3:** Do not enter a password and click **OK**.



**Step 4:** Your personal folder will be created and you can find it in the folder list on the left side of your outlook screen. Personal folders are listed at the bottom somewhere below sent items. Once you have created your personal folder you can begin to move the emails from your inbox to your personal folder. This will free up space on the email server so that you will not be over the limit. To move emails you can simply drag and drop them or right click on any email or folder and choose “move” and you will be prompted as to where you want to move them.

