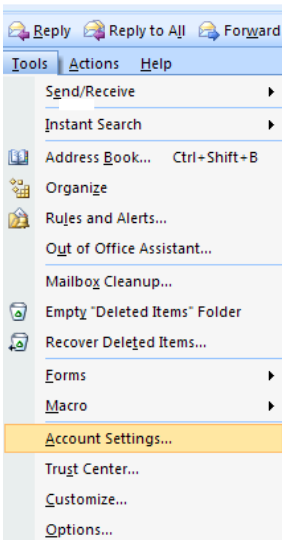
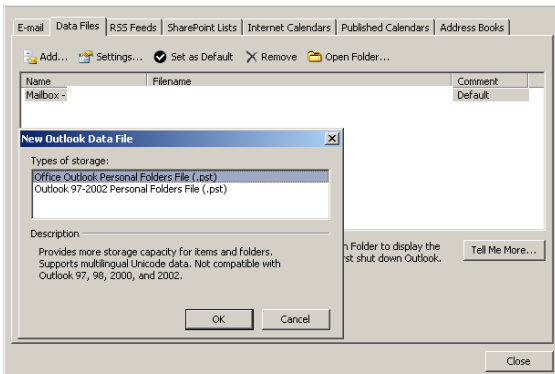


# How to Setup a Personal Storage Table (PST) in Outlook

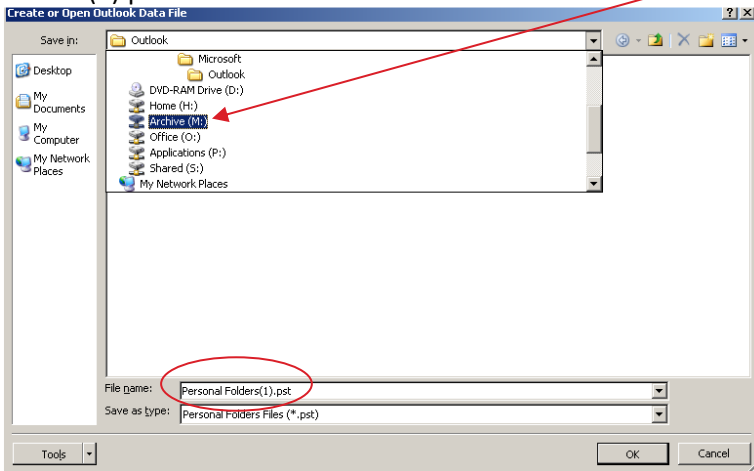
1. Open Outlook
2. Click on Tools > Account Settings



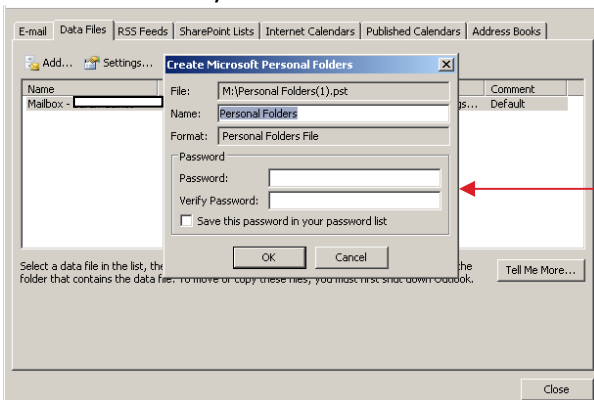
3. Click on the Data Files tab
4. Click on Add
5. Click on Office Outlook Personal Folder File (.pst) and click ok



6. When prompted to Save In the file should be saved to Archive (M:). Leave the file name as Personal Folders(1).pst



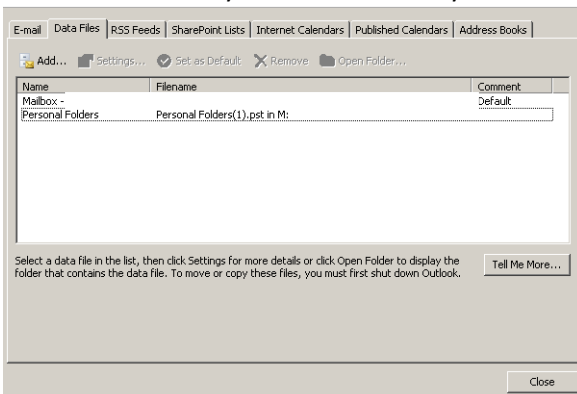
7. Click OK when you see the box below.



LEAVE THE PASSWORD BOXES EMPTY UNLESS YOU WANT TO PUT A PASSWORD ON YOUR FILE.

PLEASE KEEP IN MIND THAT ONCE A PASSWORD IS PUT ON THE PST IT CANNOT BE REMOVED. IF THE PASSWORD IS FORGOTTEN THE PST WILL NO LONGER ALLOW YOU TO CONNECT TO IT.

8. Once you click ok your screen should look similar to this.  
Click Close and you will be back in your mailbox.



9. Your view should look like the first screenshot below.  
Number 1 is where your Personal Folder is now displayed.  
If you would like to see all the folders in Outlook you can click on the folder icon which is located in the bottom right corner (number 2)

