

Managing Your Mailbox in Outlook 2010

The following pages contain instructions for:

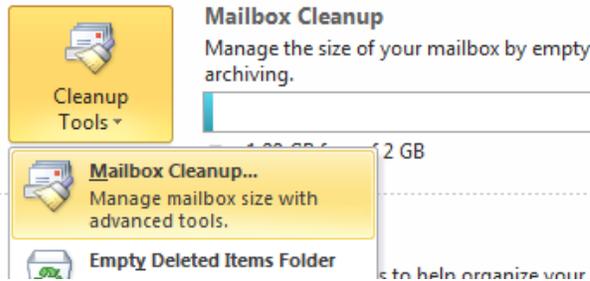
- determining the size of your e-mailbox
- creating a personal folder (.pst file) for storing e-mails

To facilitate the state's ongoing e-mail upgrade, mailbox clean-out must occur. Business critical e-mails are the priority to remain in your active mailbox. For other e-mails you may need to reference in the future, it is recommended you store those items in a personal folder file [Office Outlook Personal Folder File (.pst)].

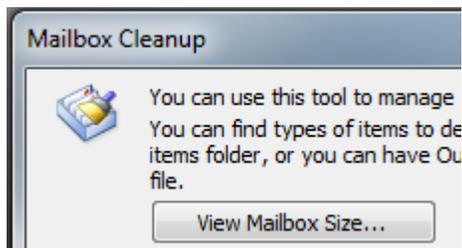
Create your .pst file and save it at the location (e.g. local hard drive, shared drive) specified by your agency. See listing of [agencies' preferred storage locations for .pst files](#).

Determine the size of your mailbox:

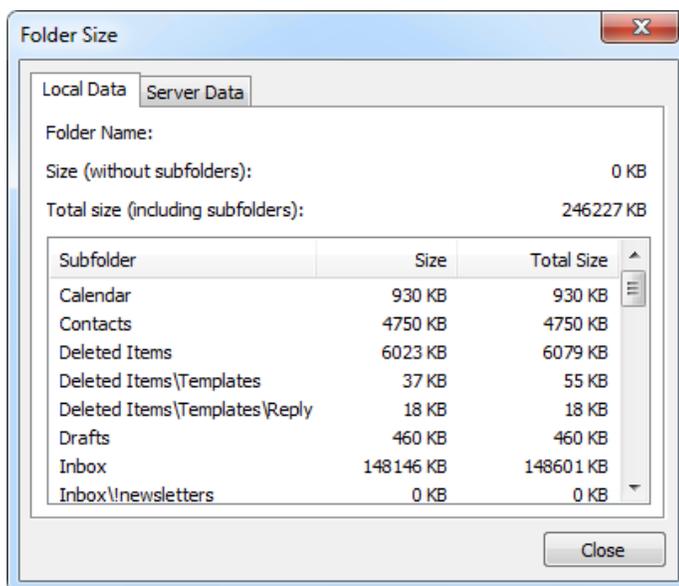
- 1) In Microsoft Outlook 2010, click File
- 2) Under Mailbox Cleanup choose Cleanup Tools and then Mailbox Cleanup.



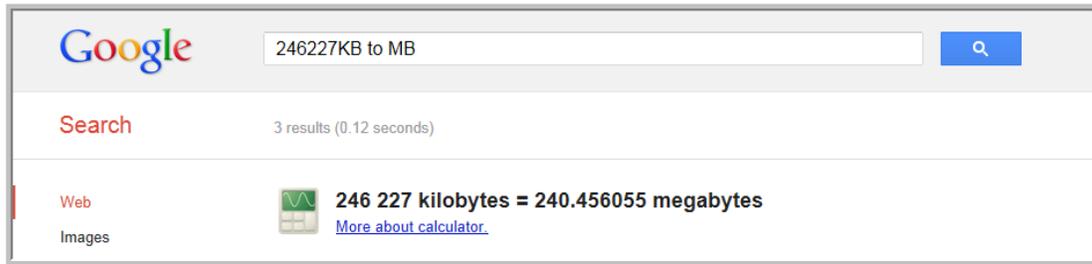
- 3) Click View Mailbox Size.



- 4) The window shows the size of your mailbox folders.



The size in this example shows 246227KB (see previous page). You can convert to MB using Google as depicted below:

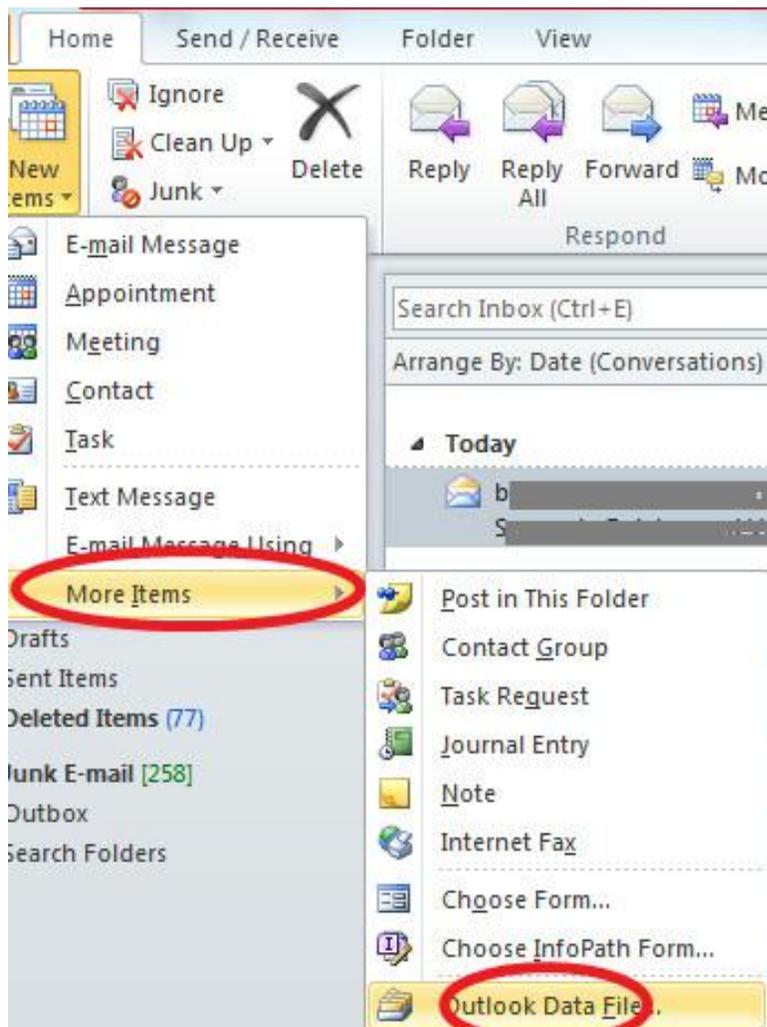


Or, you can use the following conversion calculator:
<http://www.unit-conversion.info/computer.html>

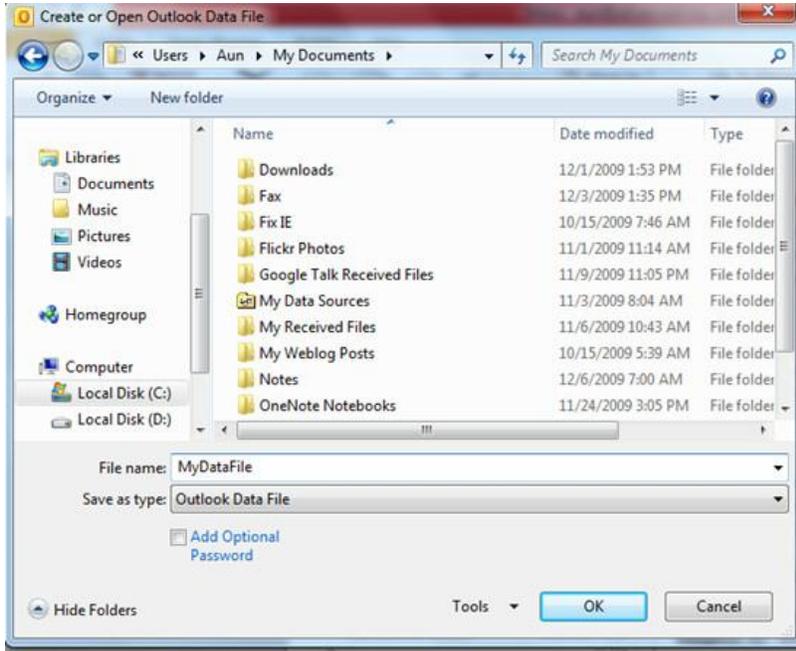
Create a personal folder via a .pst file to manually move mailbox information

1) **Open Outlook**

2) **Click on the Home tab and choose New Items > More Items > Outlook Data File option.**

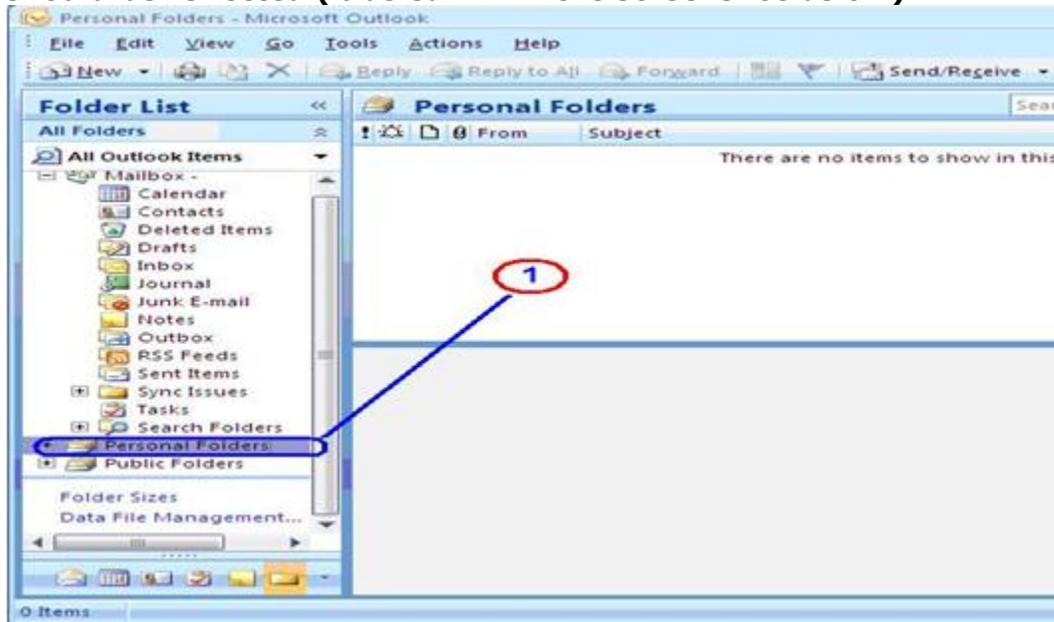


3) Now browse and choose the location (based on your [agency's preferred storage location for .pst files](#)) to place the data file and specify the name of the data file here.

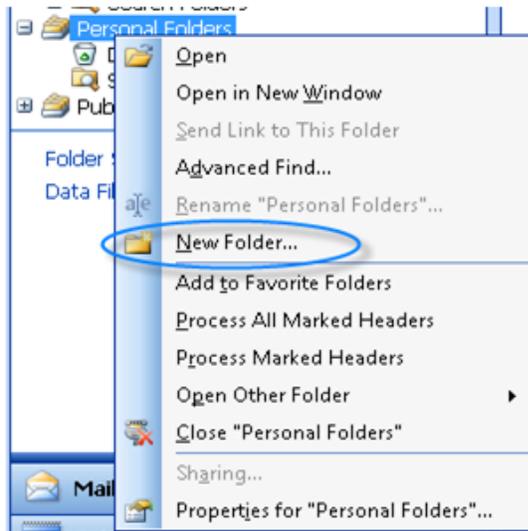


4) Click OK and your Outlook data file (.pst) will now be ready.

5) In the main view of Outlook, the newly created Personal Folder File (.pst) should be reflected (labeled "1" in the screenshot below).



6) Right click the newly created personal folder and select "New Folder" to create a new folder to store your mail items. (Name the folder something you will remember.)



7) Click Ok to create the new folder.



8) You should now see your newly created folder under "Personal Folders."



9) You can now move your mail items from your mailbox to the newly created personal folder.

