

## Managing Your Mailbox in Outlook 2003

The following pages contain instructions for:

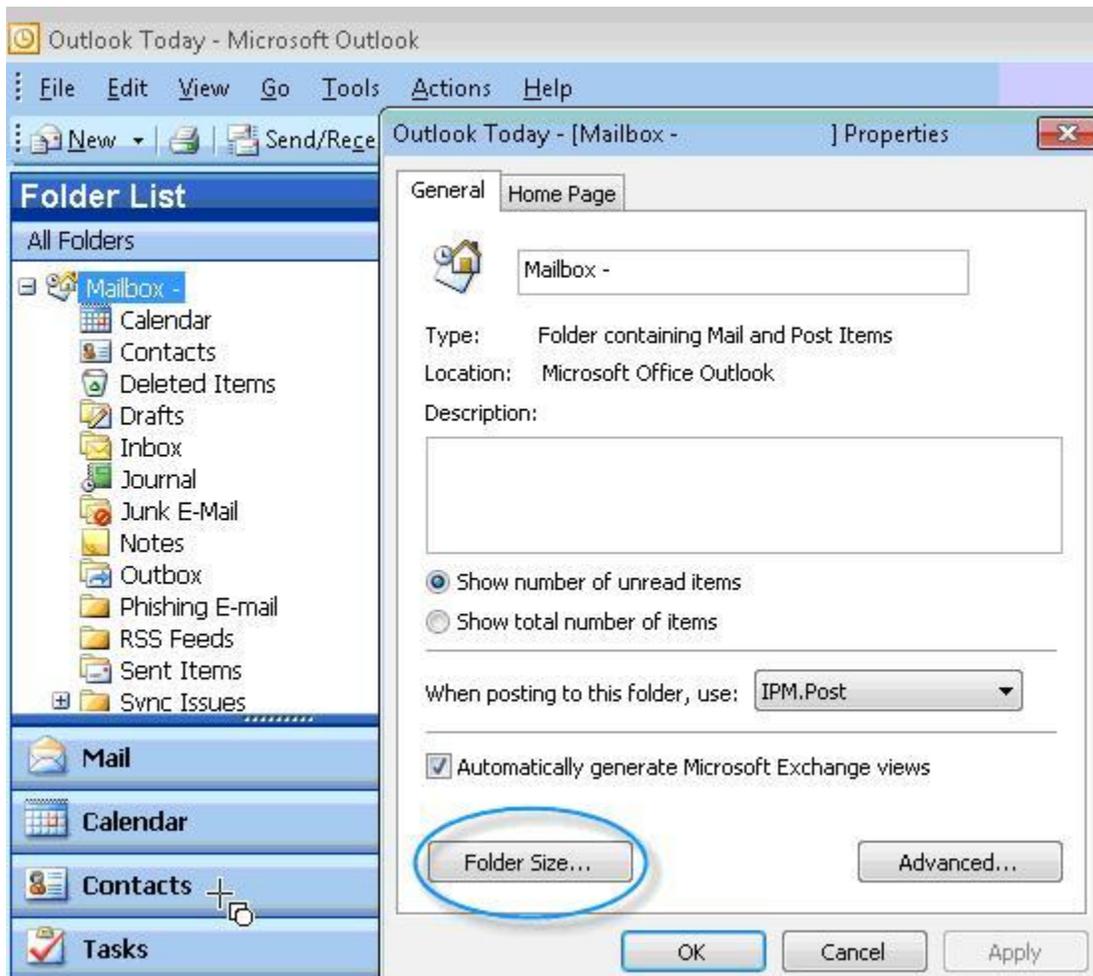
- determining the size of your e-mailbox
- creating a personal folder (.pst file) for storing e-mails

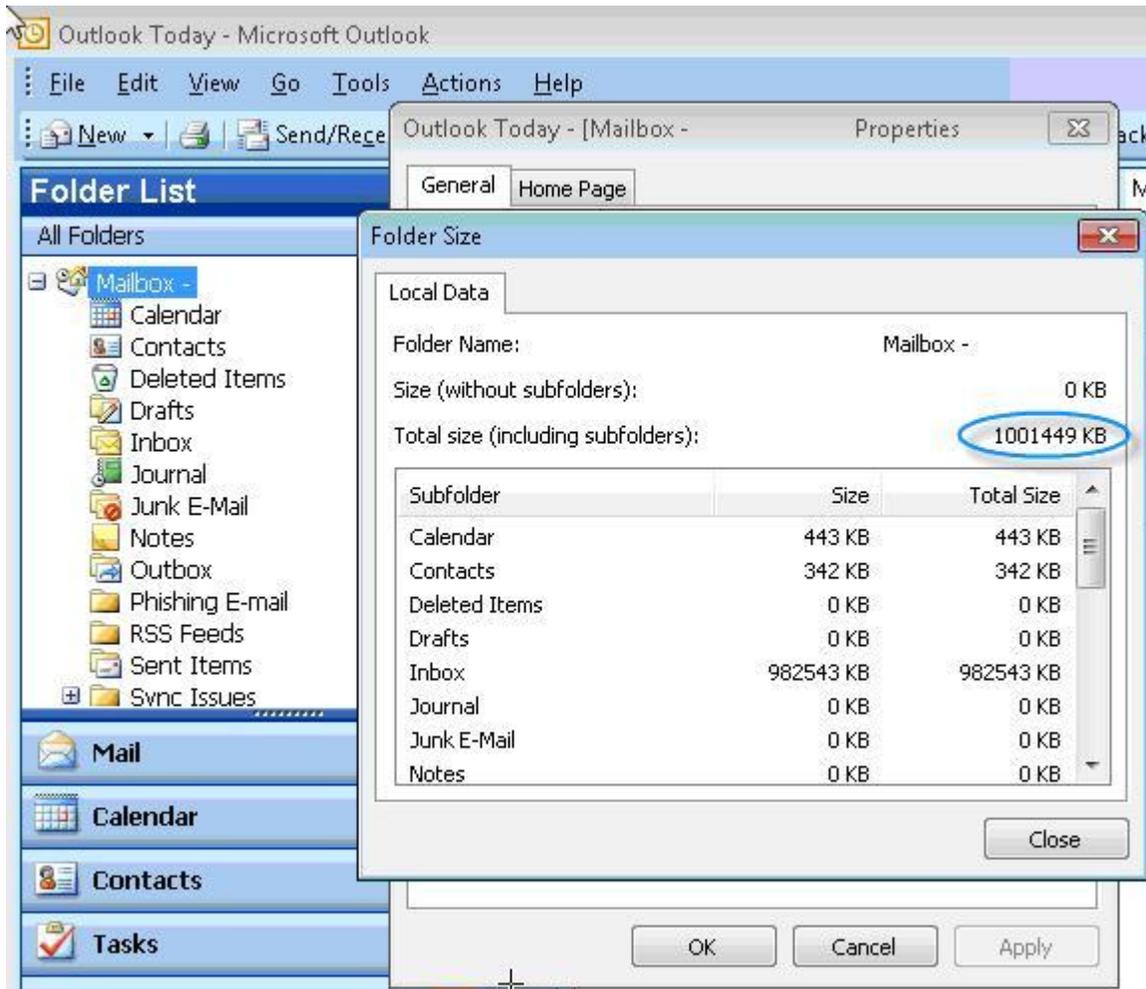
To facilitate the state's ongoing e-mail upgrade, mailbox clean-out must occur. Business critical e-mails are the priority to remain in your active mailbox. For other e-mails you may need to reference in the future, it is recommended you store those items in a personal folder file [Office Outlook Personal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

**Right click on "Mailbox," click on "properties," and click the "Folder Size"**





**The size in this example shows 1001449KB (see previous page).  
You can convert to MB using Google as depicted below:**



1001449KB to MB	<a href="#">Advanced Search</a>
<b>1 001 449 kilobytes = 977.977539 megabytes</b>	<a href="#">Language Tools</a>
<input type="button" value="Google Search"/>	<input type="button" value="I'm Feeling Lucky"/>

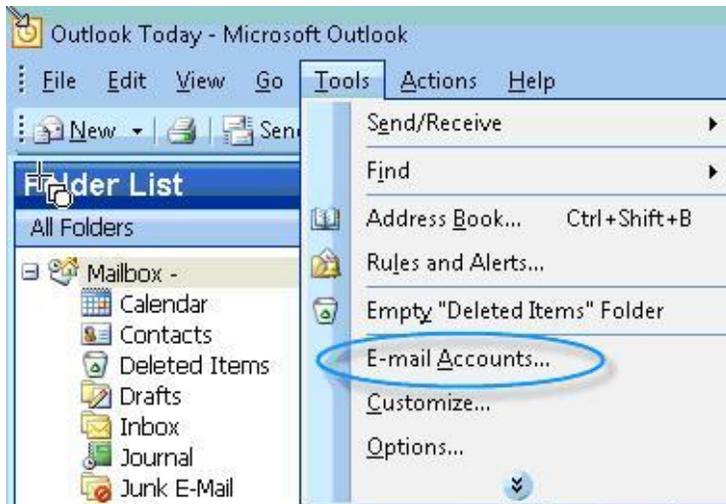
 [Make Google my homepage](#)

**Or you can use the following conversion calculator**

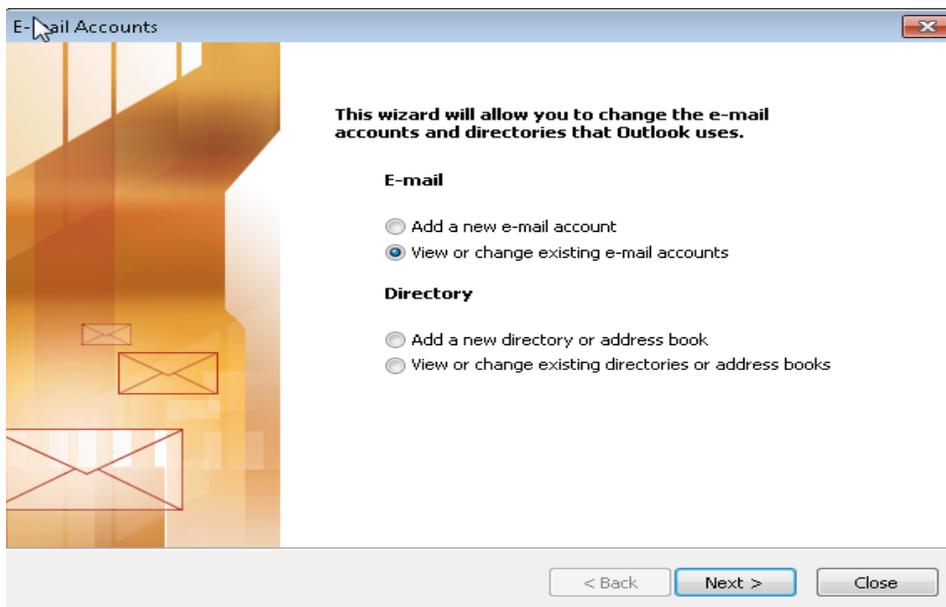
**<http://www.unit-Conversion.info/computer.html>**

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

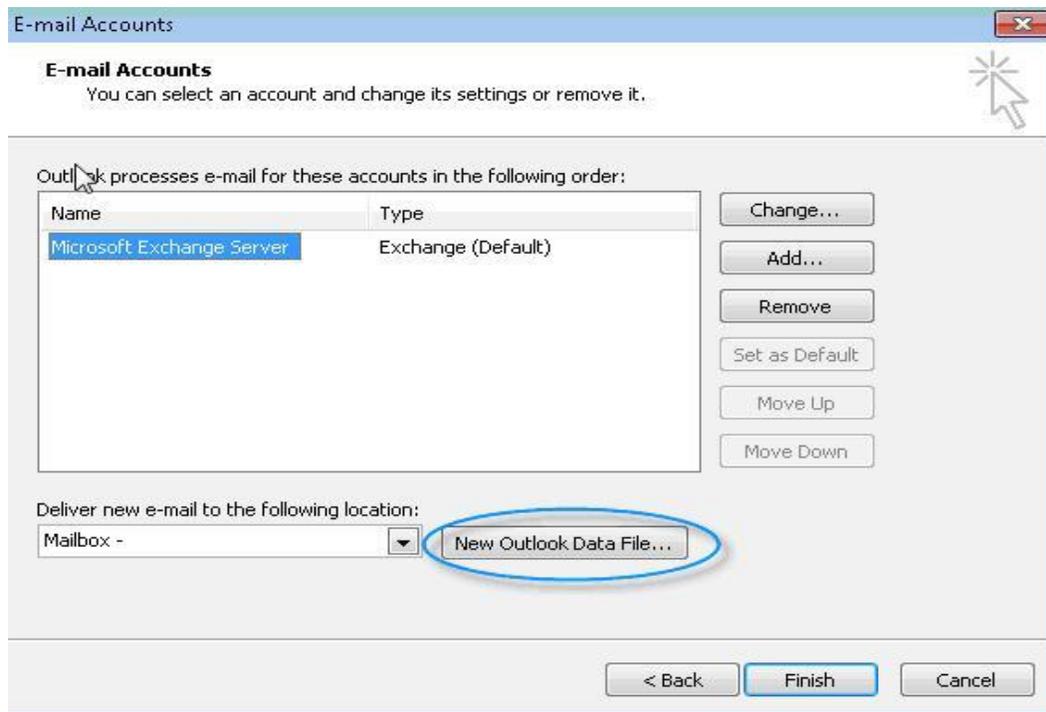
- 1) Open Outlook
- 2) In the Menu Bar Go to "Tools"



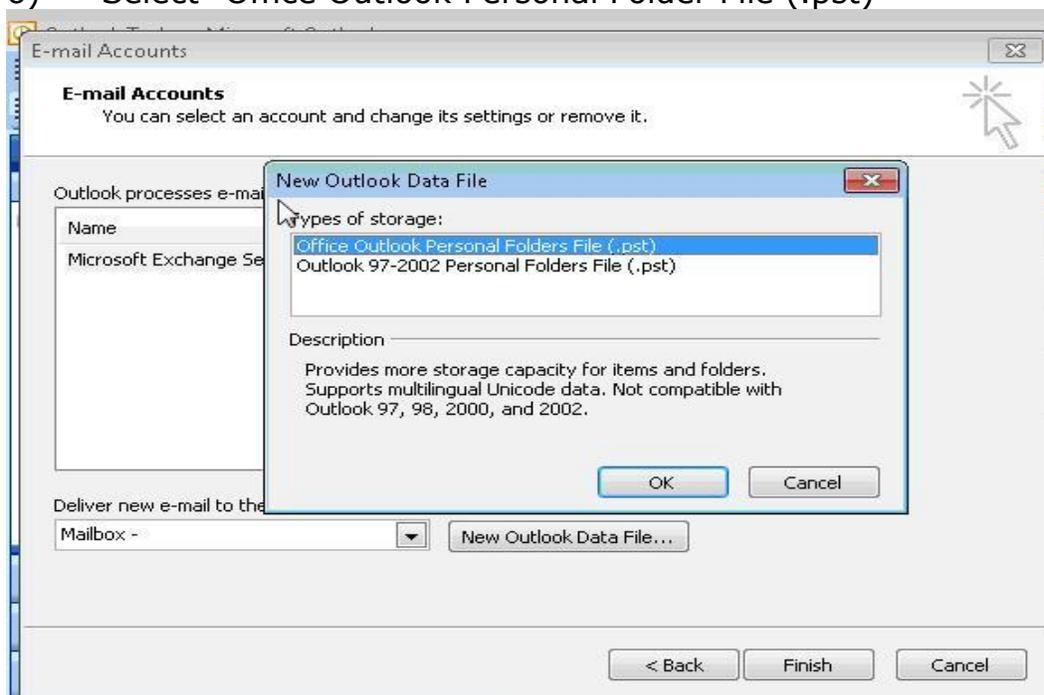
- 3) Click "Email Accounts"
- 4) Choose "View or change existing e-mail accounts" and click next



5) Click "New Outlook Data file"



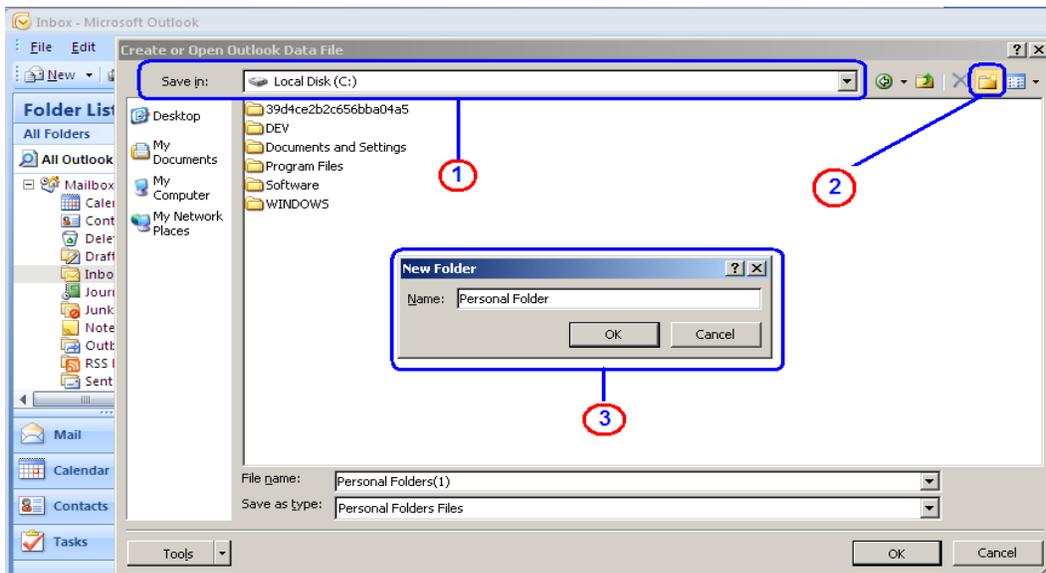
6) Select "Office Outlook Personal Folder File (.pst)"



7) Click "OK"

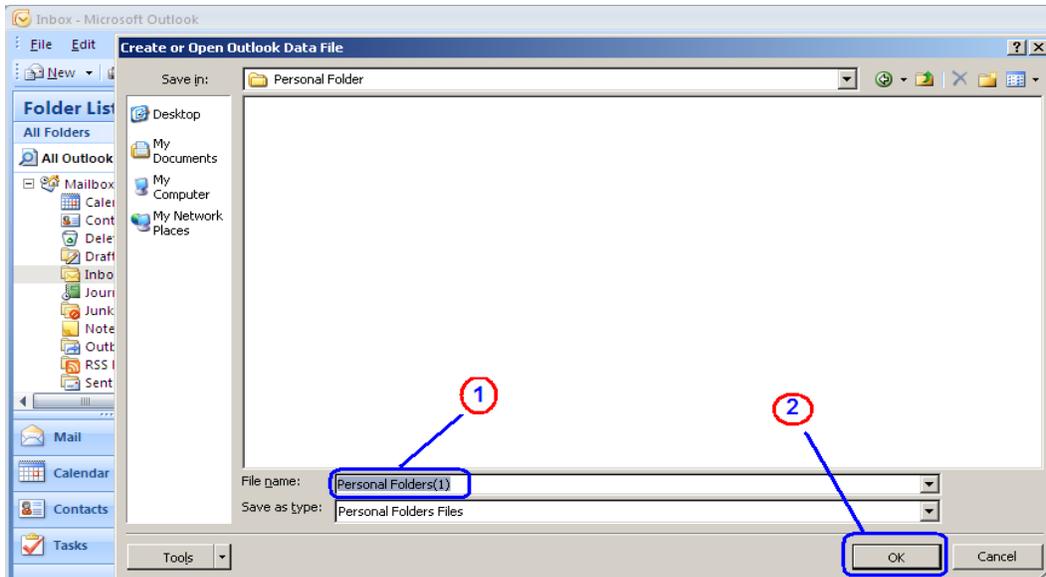
- 8) Save the new "Personal Folder File (.pst)" <sup>1</sup> to your [agency's preferred storage location for .pst files](#)
- 9) Create a New folder for the "Personal Folder File (.pst)" <sup>2</sup>
- 10) Name the "New Folder" to host "Personal Folder File (.pst)" <sup>3</sup>

**Note:** This is a sample screen – select the [storage location](#) specified in step 8.



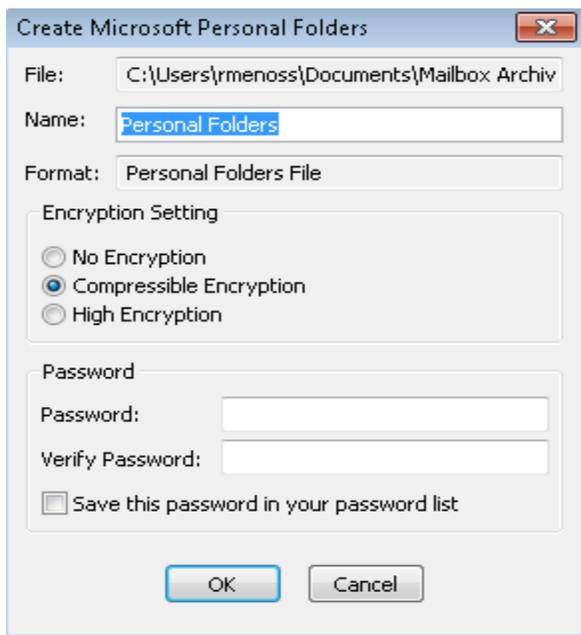
- 11) Click OK

12) Name the "Personal Folder File (.pst)" something meaningful 1



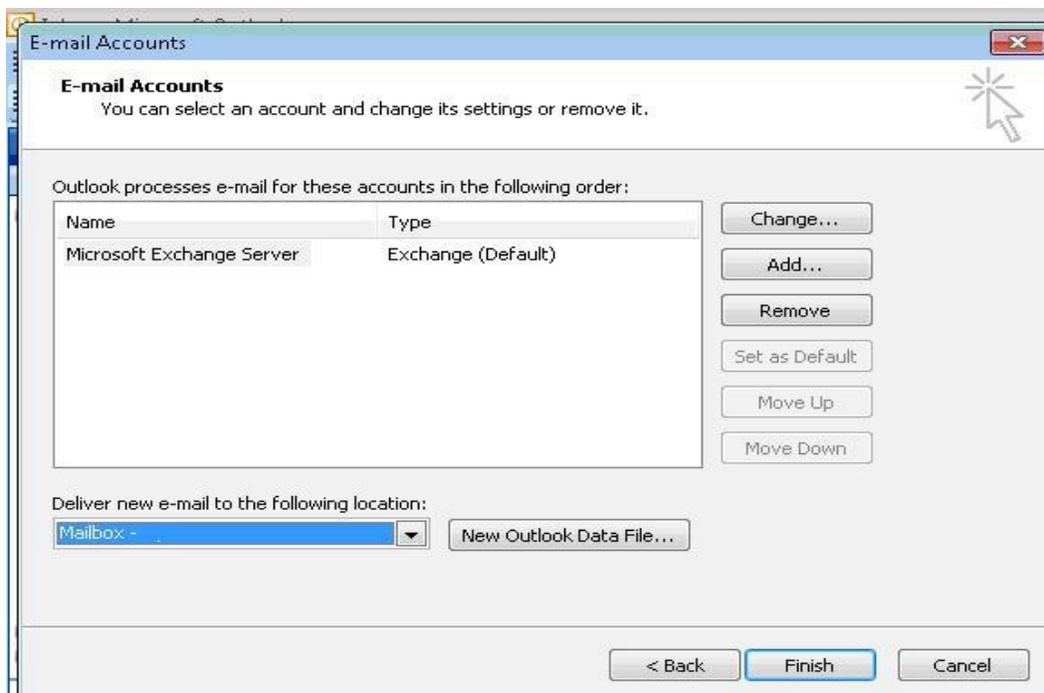
13) Click OK

14) Accept the default settings

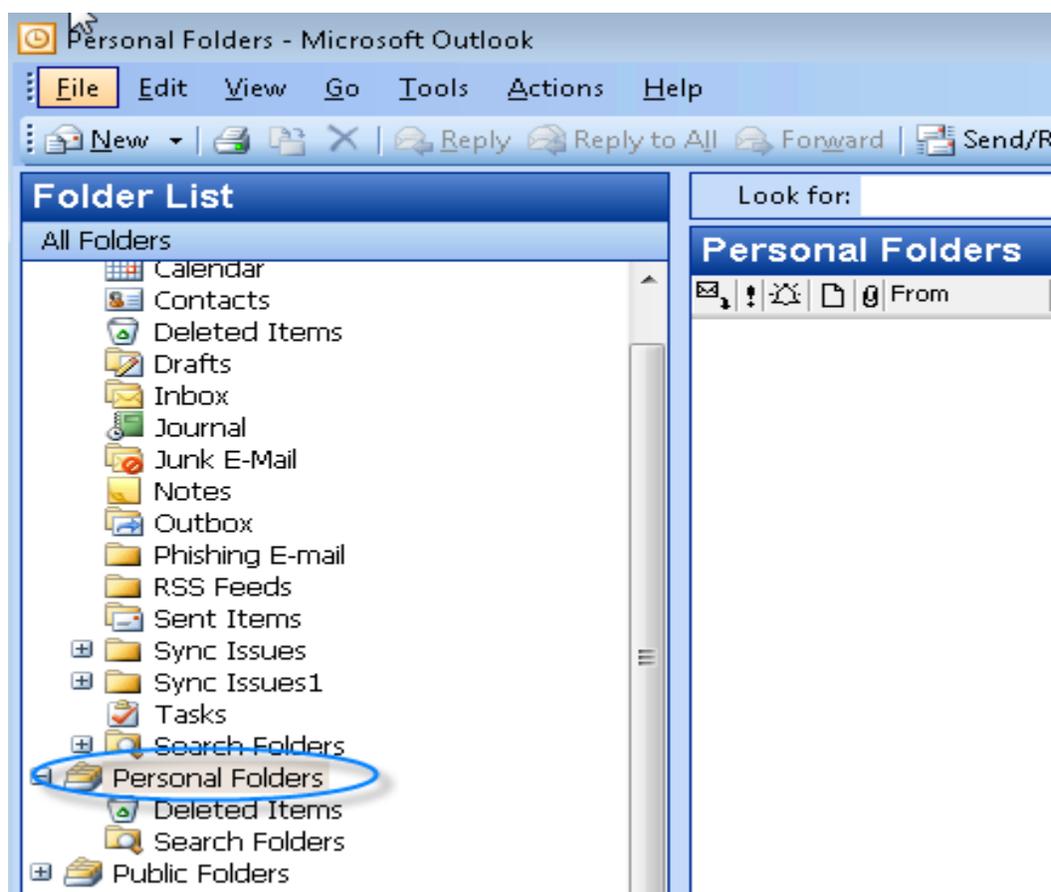


15) Click Ok

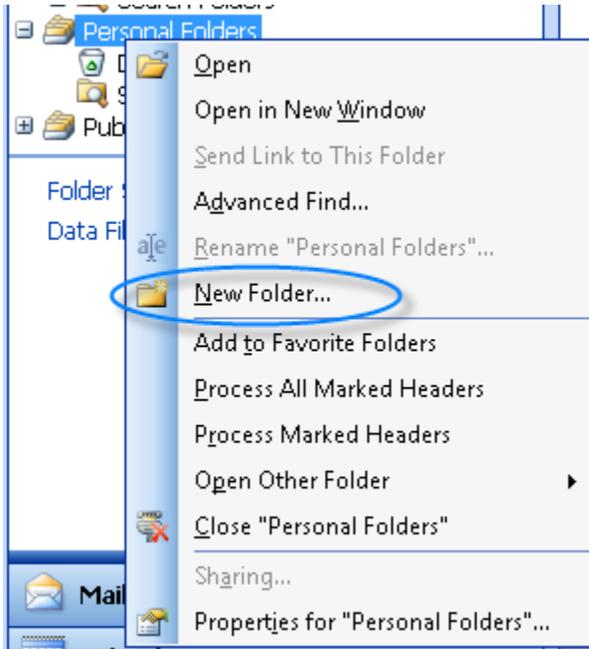
16) Click Finish



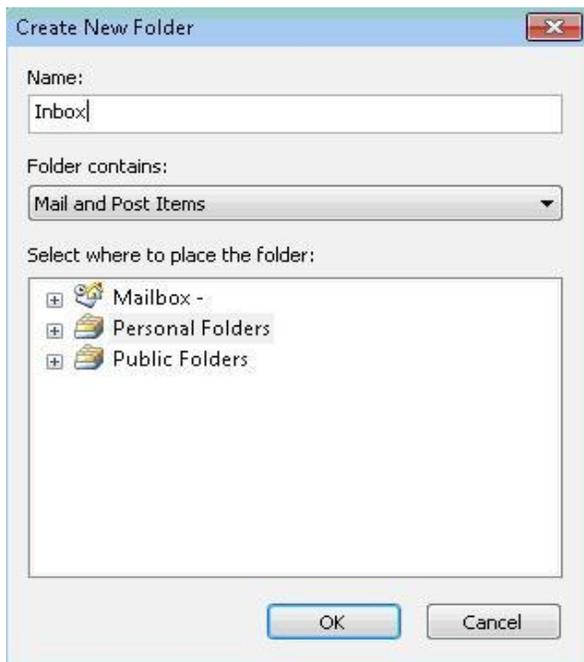
- 17) You should now see your new "personal folder" in the folder list view in Outlook.



- 18) Right Click the newly created personal folder and select "New Folder" and create a new folder (e.g. named "Inbox") to store your mail items.



- 19) Click Ok to create the new folder



20) You should now see your newly created folder under personal folders.



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

