

Managing Your Mailbox in Outlook 2007

The following pages contain instructions for:

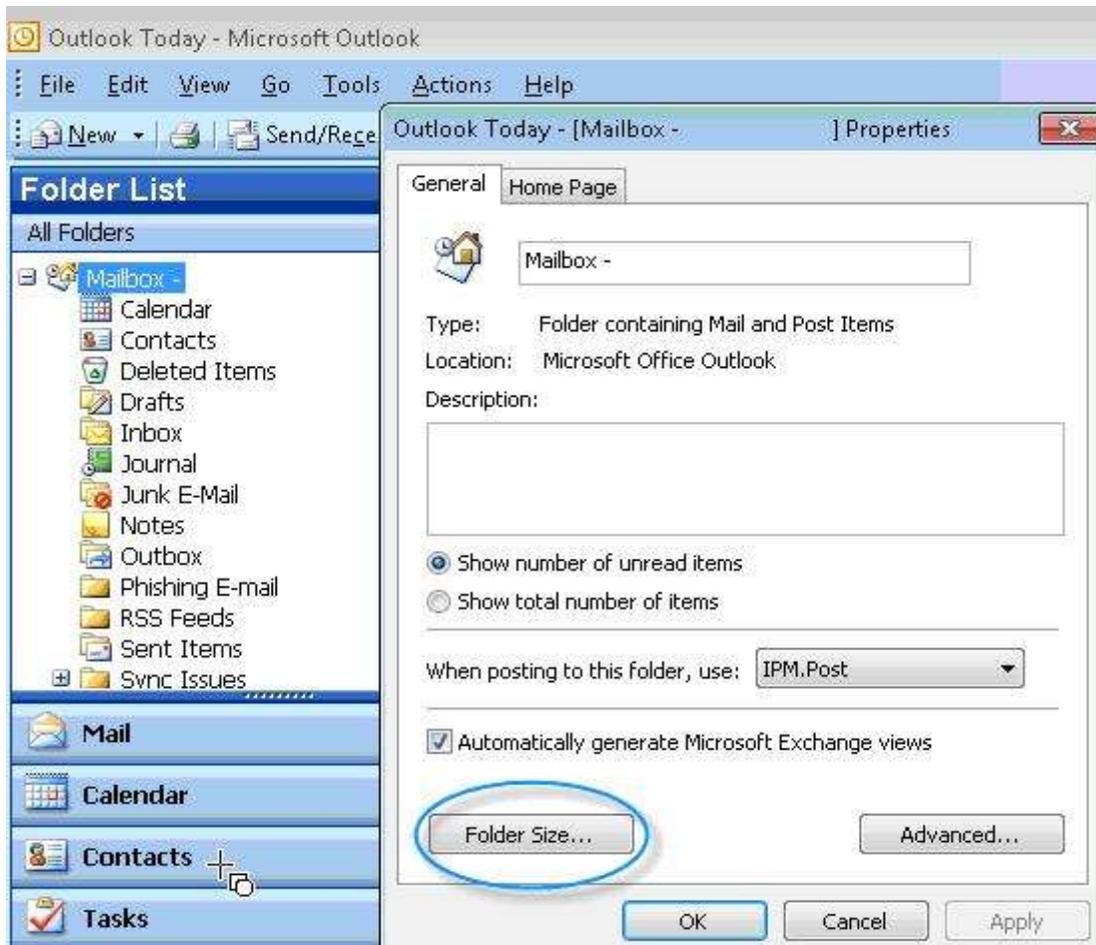
- determining the size of your e-mailbox
- creating a personal folder (.pst file) for storing e-mails

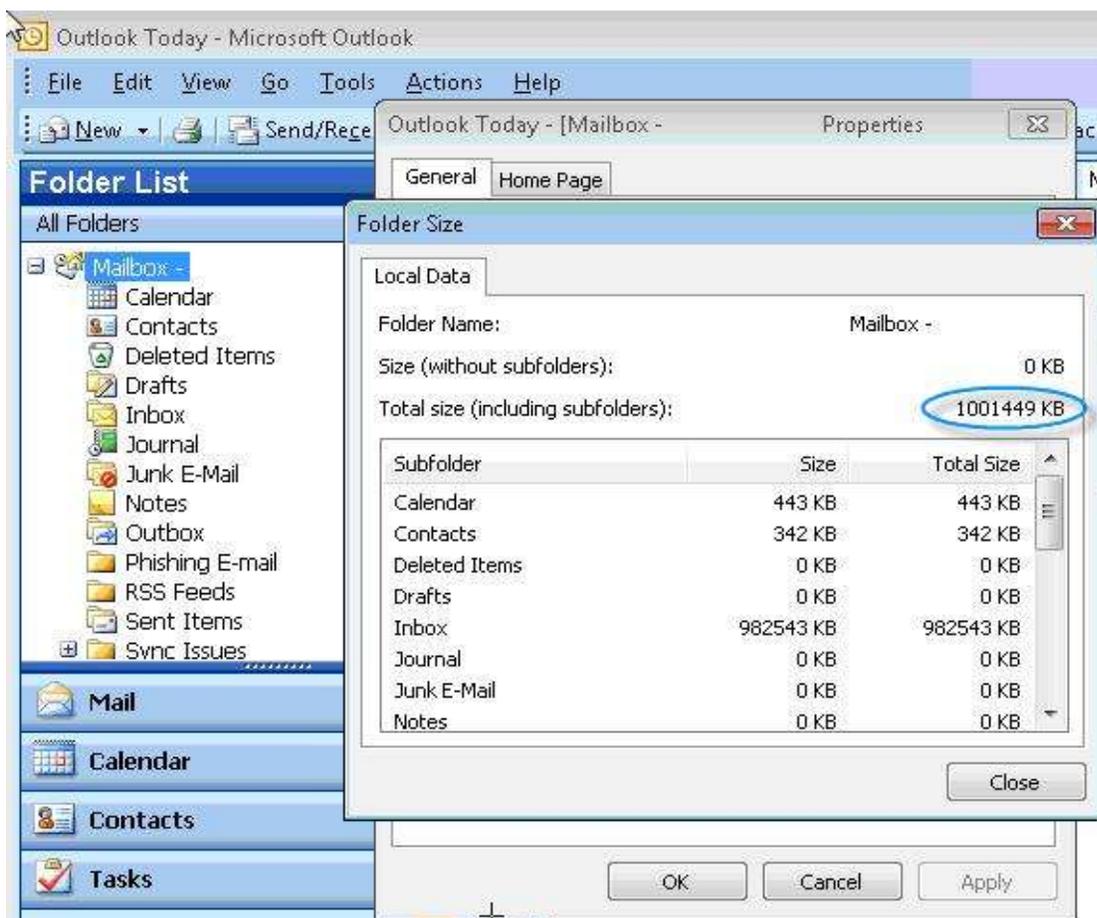
To facilitate the state's ongoing e-mail upgrade, mailbox clean-out must occur. Business critical e-mails are the priority to remain in your active mailbox. For other e-mails you may need to reference in the future, it is recommended you store those items in a personal folder file [Office Outlook Personal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

Create your .pst file and save it at the location (e.g. local hard drive > My Documents folder, shared drive) specified by your agency.

Determine the size of your mailbox:

Right click on "Mailbox," click on "properties," click on "folder size"





The size in this example shows 1001449KB. You can convert to MB using Google as depicted below:



1001449KB to MB
1 001 449 kilobytes = 977.977539 megabytes

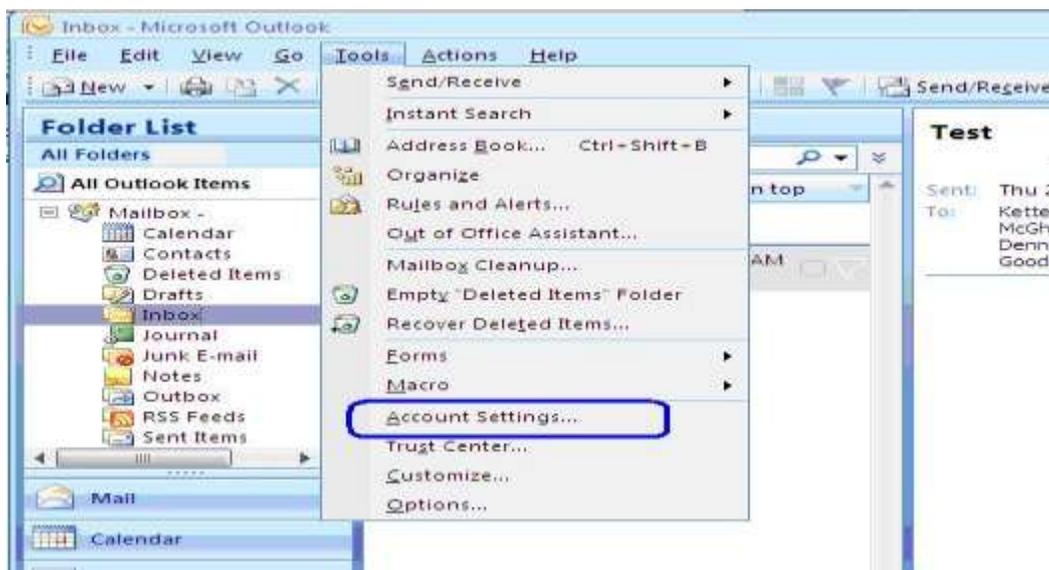
[Advanced Search](#)
[Language Tools](#)

[Make Google my homepage](#)

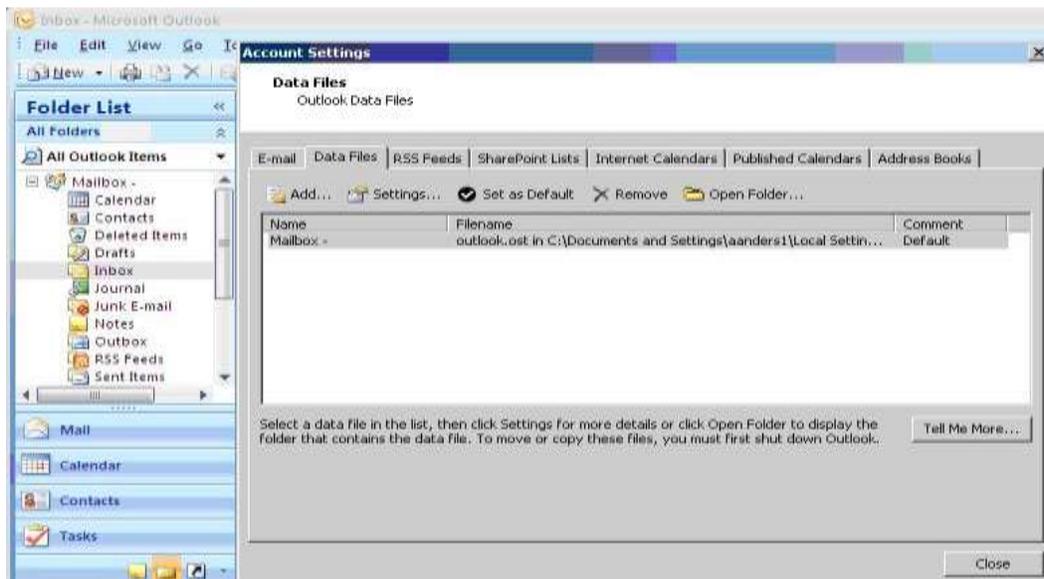
Or you can use the following conversion calculator
<http://www.unit-Conversion.info/computer.html>

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

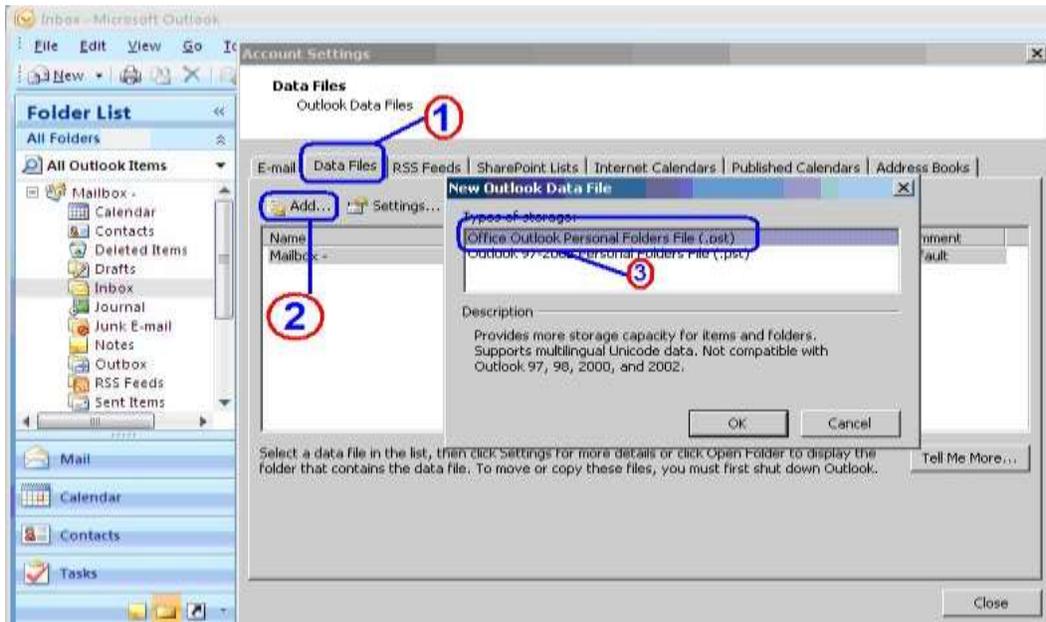
- 1) Open Outlook
- 2) In the Menu Bar Go to "Tools"



- 3) Click "Account Settings"



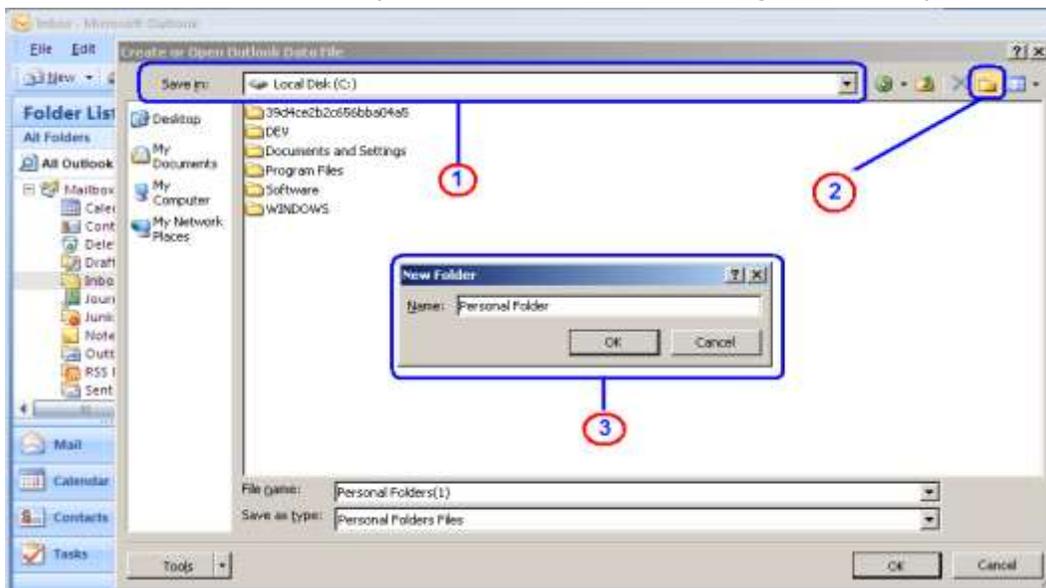
- 4) Click "Data Files" ①
- 5) Click "Add..." ②
- 6) Select "Office Outlook Personal Folder File (.pst)" ③



- 7) Click "OK"

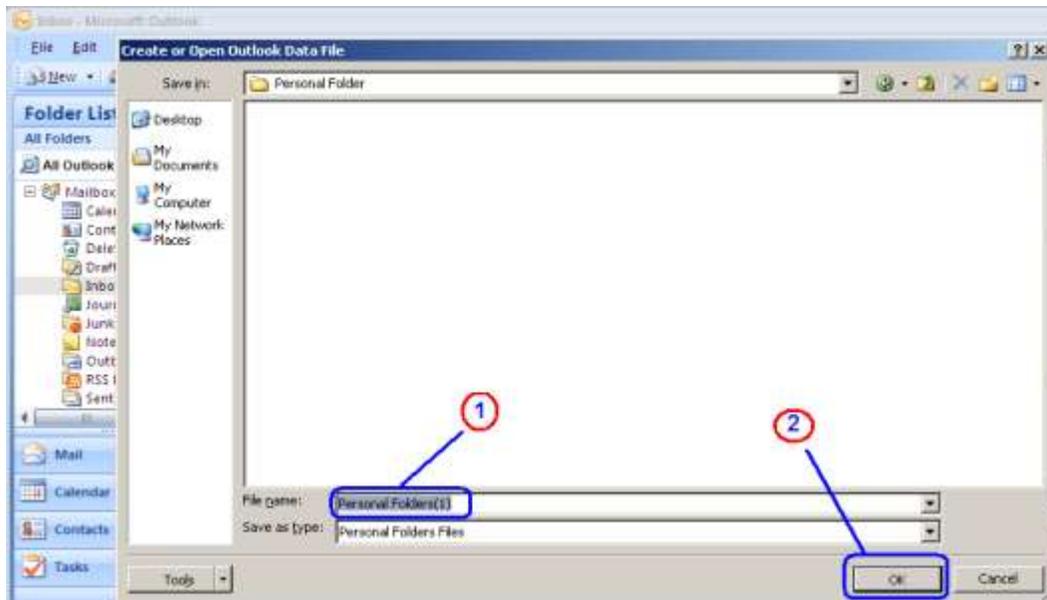
- 8) Save the new "Personal Folder File (.pst)" ① to your agency's preferred location.
- 9) Create a New folder for the "Personal Folder File (.pst)" ②
- 10) Name the "New Folder" to host "Personal Folder File (.pst)" ③

Note: This is a sample screen – select the storage location specified in step 8.



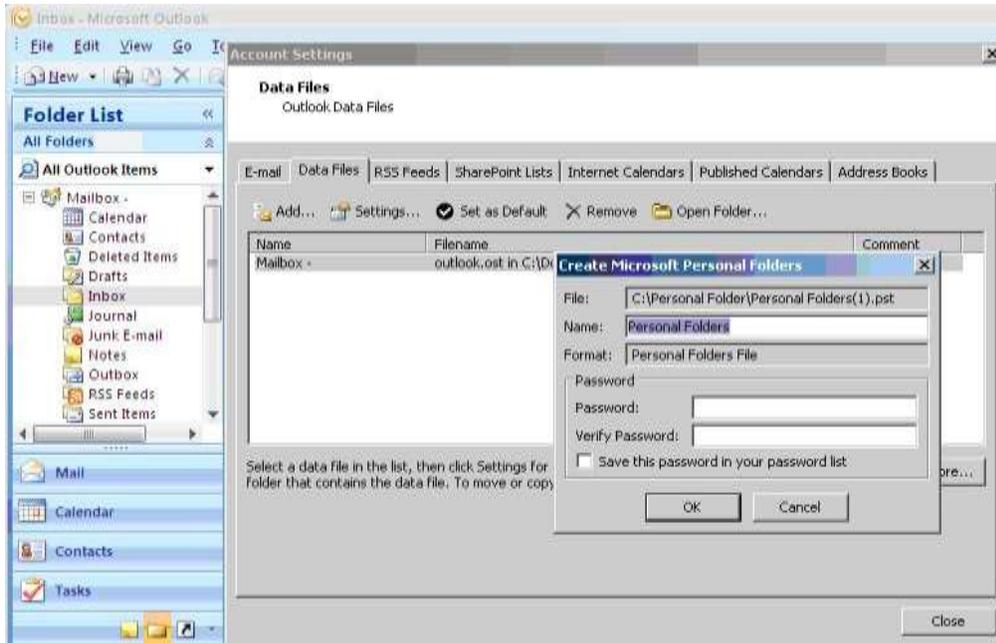
- 11) Click OK

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

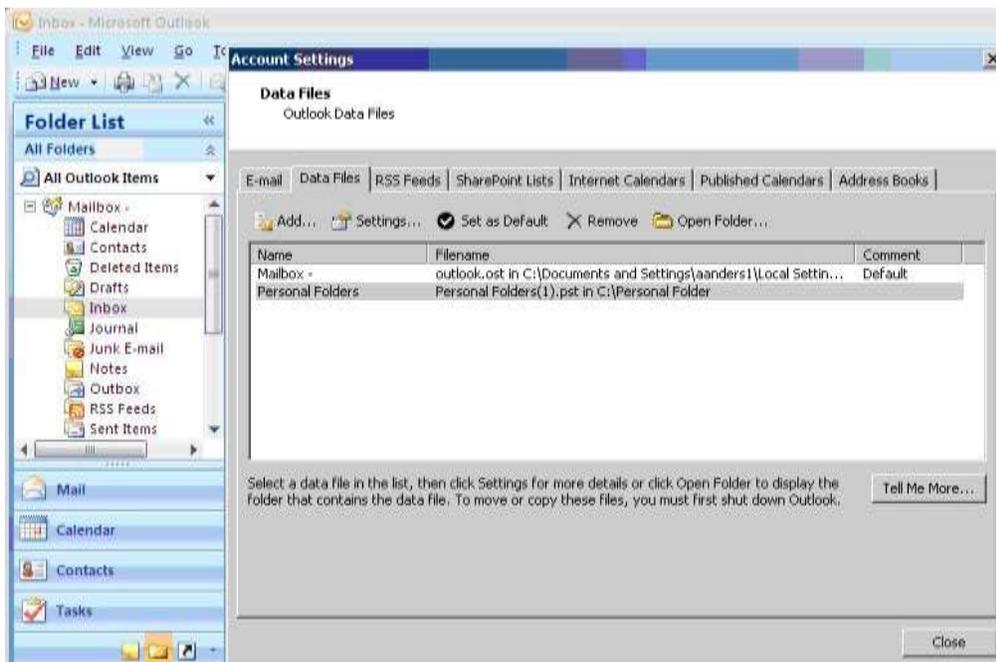


13) Click OK

14) Accept the default settings

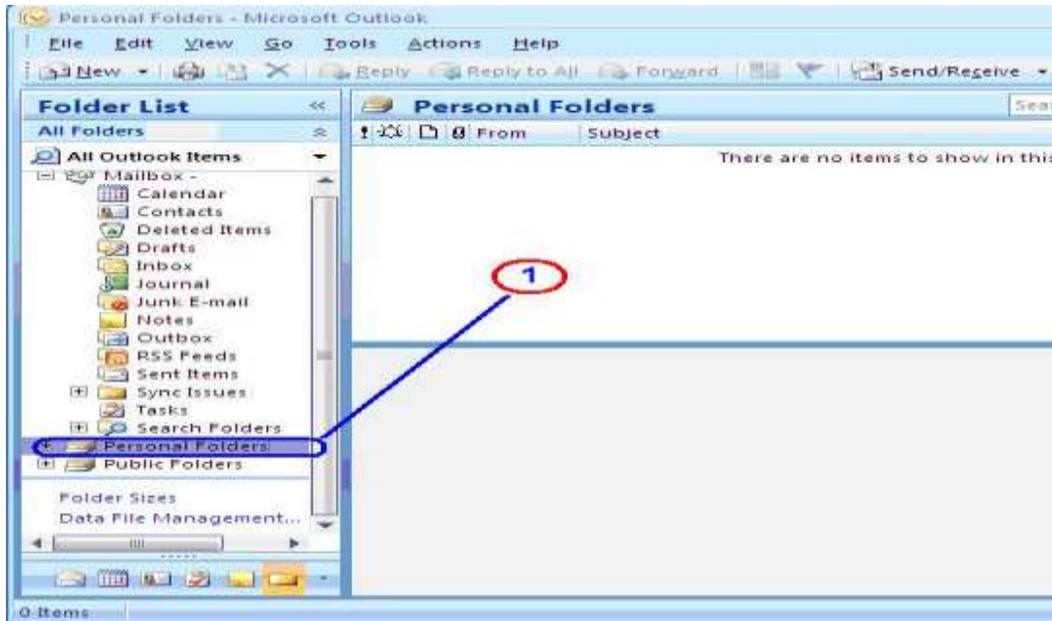


15) Click OK

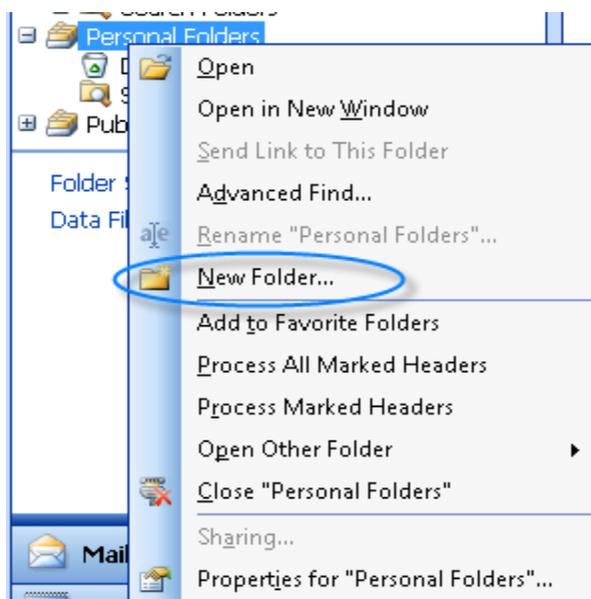


16) Click Close

- 17) In the main view of Outlook, the newly created "Personal Folder File (.pst)" should be reflected. ①



- 18) Right Click the newly created personal folder and select "New Folder..." and create a new folder (named something you will remember) 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 to reduce your mailbox size. See screenshot below.
- From your Inbox view, select the items you want to move. (You can select multiple messages to move at a time.)
 - Right click to display menu and select "Move."
 - Select "Other Folder."
 - Select the newly created .pst folder.
 - Click "OK."

After the mail items have been moved, you can access them by opening your .pst folder (see Step 20 above).

