

Preferred storage locations for .pst files

As specified by GETS Program full-service customer agencies

If you're creating a .pst file [Office Outlook Personal Folder File] for storing e-mails you need to reference in the future, please save that file in the location specified below by your agency.

These .pst files allow you to move e-mail items out of your inbox and into personal folders you create. Your agency may encourage you to create a .pst as preparation for the state's e-mail upgrade effort.

Notes: .1) If you're storing a .pst file on a network drive (not your local hard drive), close Outlook at the end of your workday to help ensure your .pst file is backed up.

2) Additional GETS agencies will be added to the list below as their e-mail migration nears

DJJ	U drive
OPB	H drive
DDS	See DDS intranet for guidance
GOV	U drive
DOR	Consult your agency's IT leaders
GBI	Consult your agency's IT leaders
DNR	TBD