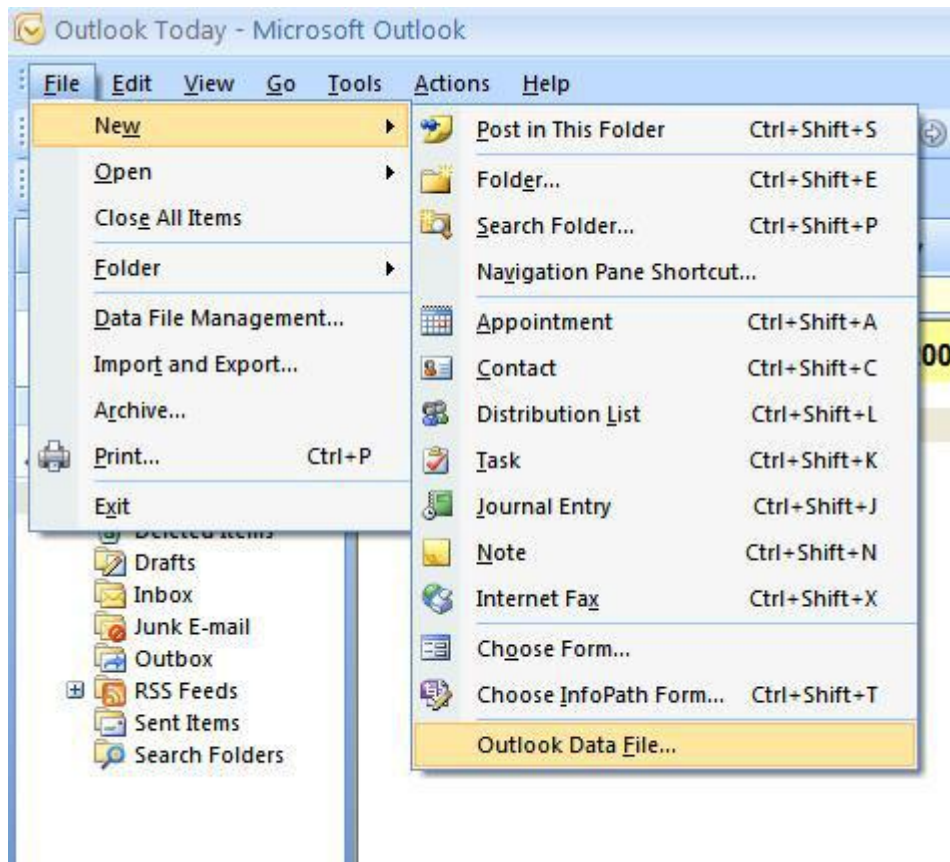


HOWTO Create Outlook 2007 PST

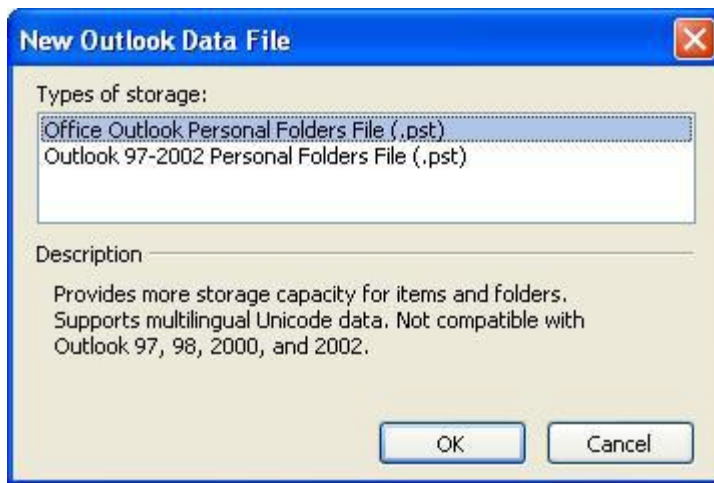
Copy all Outlook contents from the Exchange server to a PST file which may be stored locally or stored on the local file server.

These are the instructions for creating a .pst file in Outlook 2007. Creating a .pst file (Personal Folder Storage) allows users to free up space in their server mailbox by archiving old email messages and filing them in a local pst file accordingly.

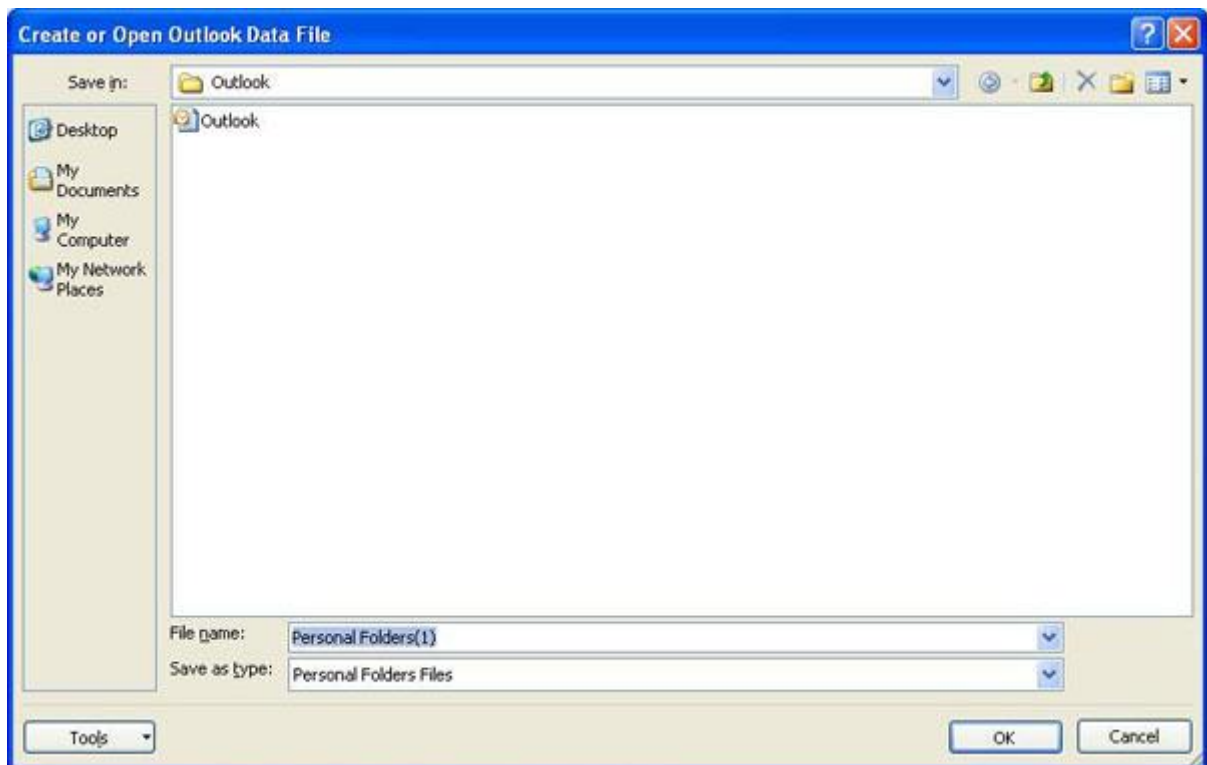
1. On the **File** menu, point to **New**, and then click **Outlook Data File**.



2. In the **Types of storage area**, click **Office Outlook Personal Folders File (.pst)** to create a new Outlook 2007 .pst file. Click **Outlook 97-2002 Personal Folders File (.pst)** to create a new Outlook .pst file that is compatible with earlier versions of Outlook. Once you decide which type of storage area you would like to use, click **OK**.



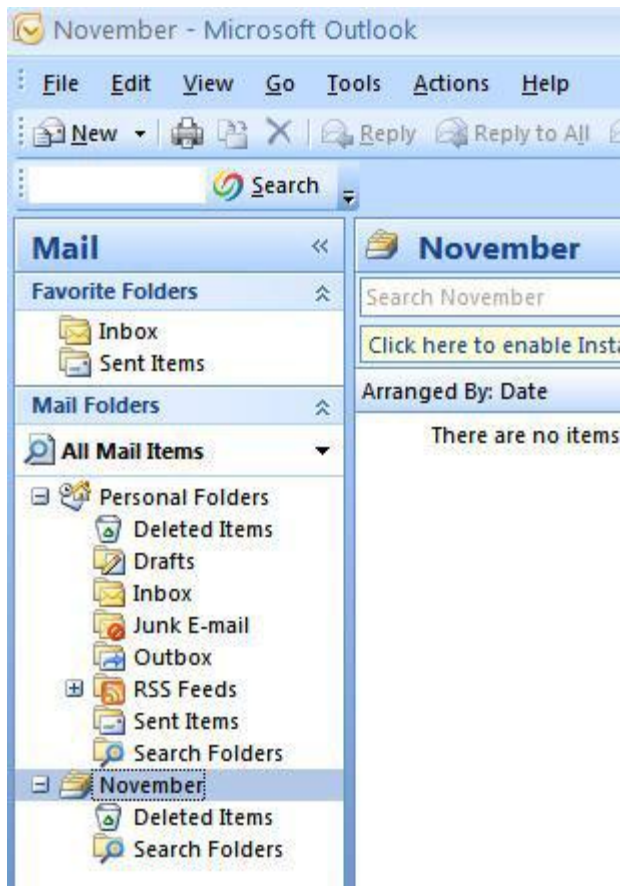
3. Use the default Outlook folder location, or you can locate a different folder location. In the **File** name box, type a name for the new .pst file, or you can use the default name. Click **OK**.



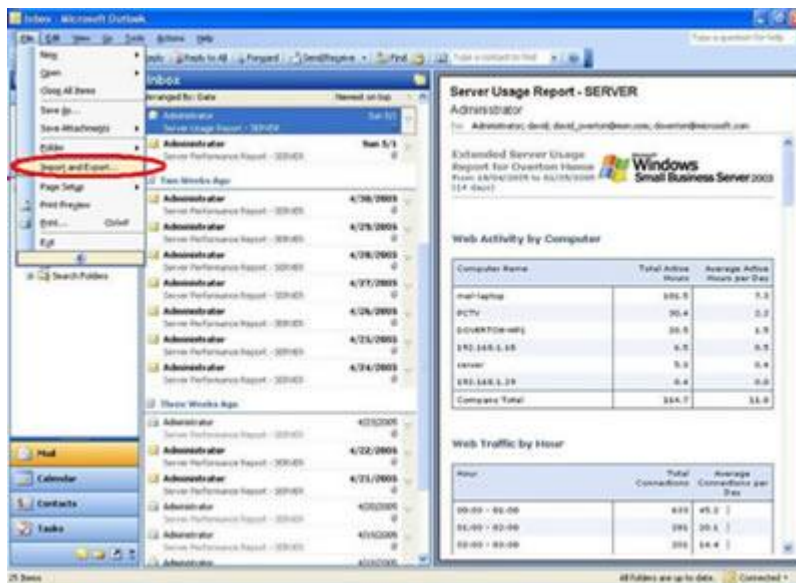
4. In the **Name** box, type a title for the .pst file, or you can use the default title of Personal Folders. The title that you enter in the **Name** box is the name that is used on the Outlook 2007 All Mail Folders list, and it is applied to any shortcuts that are made for the .pst file on the Outlook Bar. We suggest that you name the file according to its purpose to help with filing, whether it be chronological, special-purpose or otherwise. You can also set a password for the .pst file. After you select the settings that you want, click **OK**.



5. The new .pst file is added to the Outlook 2007 All Mail Folders list. To view the **Folder List**, simply locate the newly created folder from the list in the left-pane.



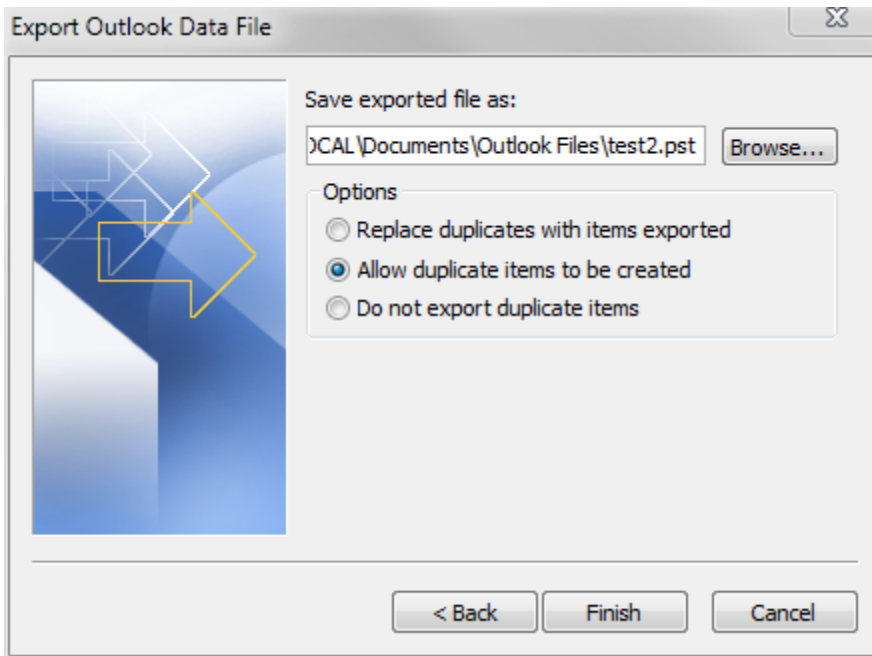
6. Now you export your entire outlook profile to the newly created PST.



7. Click on **File**.
8. Click on **Import/Export**.



9. Choose the **Export to a file** option and then pick file type **Personal Folder File (.pst)**.
10. Select the folder to export from, not forgetting to include all subfolders.



11. Make sure to allow duplicate items.
12. Then click finish
13. This may take a few minutes if you have a lot of email and attachments.
14. After this is complete all of your outlook information will be in the newly created pst.

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