



Marinaided Marketing Solutions
presents:

Microsoft® Office Outlook® 2007 Training

**Manage your mailbox III: Move or
copy messages to Personal Folders**

Course contents

- Overview: Your electronic filing cabinet
- Lesson: Store your messages in Personal Folders

The lesson includes a list of suggested tasks and a set of test questions.

Overview: Your electronic filing cabinet



A Personal Folders file is similar to a filing cabinet.

How? It's a place for you to store your messages for easy retrieval later.

In this course, you'll see how to create a Personal Folders file that you can use to store e-mail messages on your own computer.

Course goals

- Create a Personal Folders file that you can use to move your e-mail messages from the server to your own computer.
- Create subfolders inside the Personal Folders file for better organization.
- Export messages to a Personal Folders file to create backup copies of them.

Lesson

Store your messages in
Personal Folders

Store your messages in Personal Folders



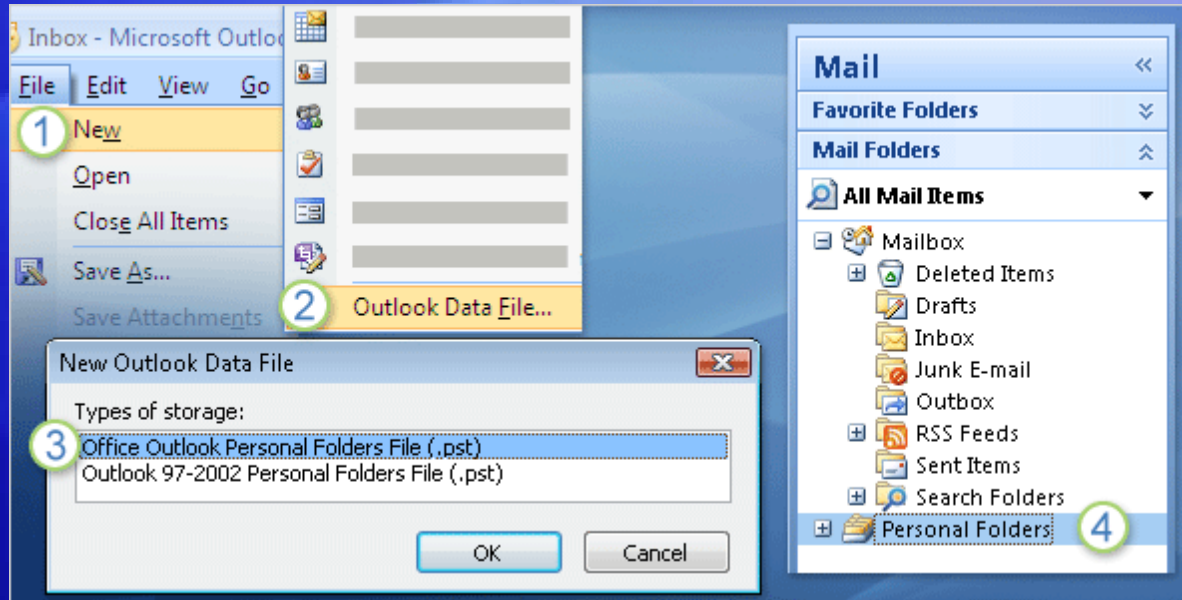
A Personal Folders file is located on your own computer.

Once again, it's similar to having a personal filing cabinet.

With Personal Folders, you create the file, the main folder, and any subfolders yourself.

Once you've created the main Personal Folders folder and any subfolders, there are several ways to move messages into the file. You'll see how in this course.

Step 1: Create the Personal Folders file

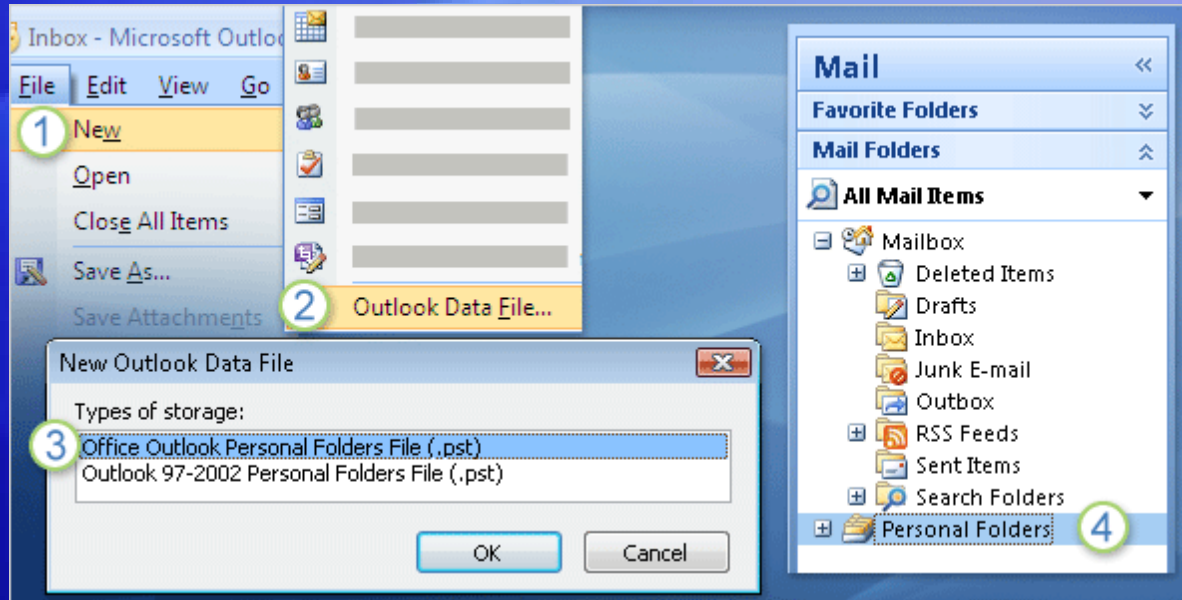


To use a Personal Folders file, you first need to create it.

The picture shows a summary of the process and the result.

- 1 Start from the **File** menu in the main Outlook window, and point to **New**.
- 2 Click **Outlook Data File**.

Step 1: Create the Personal Folders file

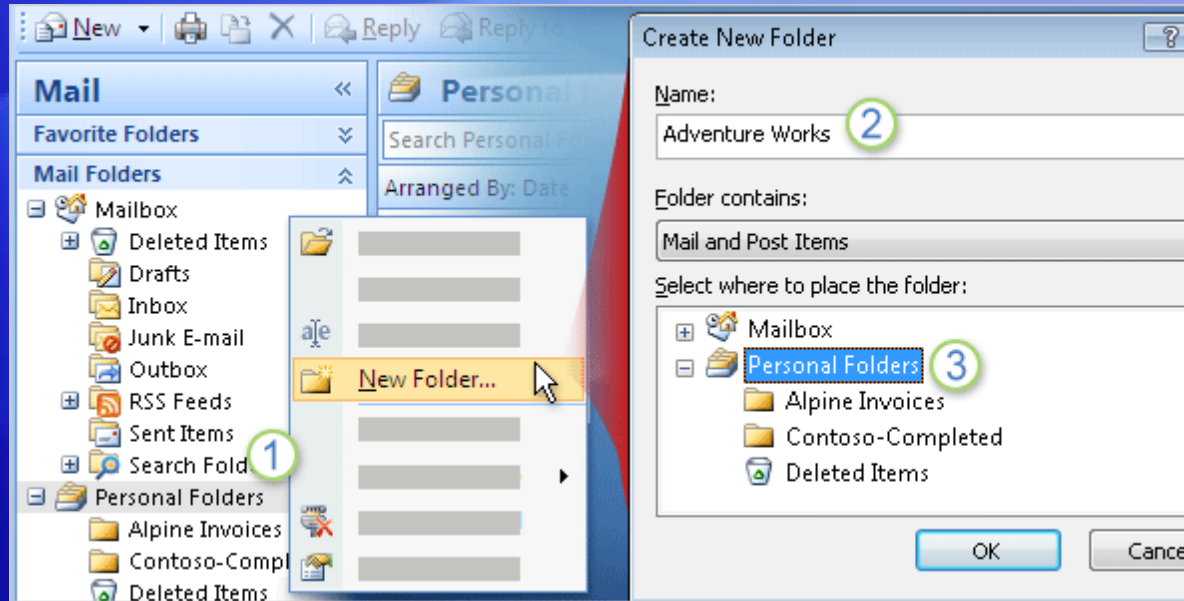


To use a Personal Folders file, you first need to create it.

The picture shows a summary of the process and the result.

- 3 Select **Office Outlook Personal Folders File (.pst)**.
- 4 After you create the new Personal Folders storage file, you'll see the result in the Navigation Pane below **Mailbox**.

Step 2: Create subfolders

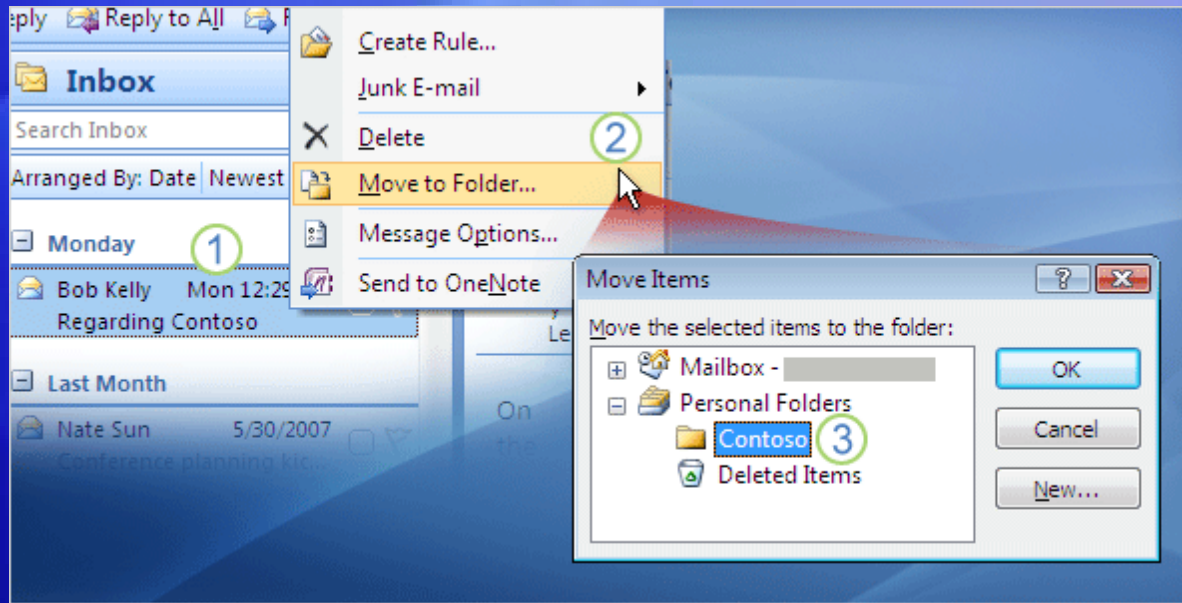


Once your Personal Folders file is created, you can set up the subfolders in your filing system.

You do this from the Navigation Pane.

- 1 To start, right-click **Personal Folders** and click **New Folder**.
- 2 In the **Name** box, type a name for your subfolder.
- 3 Make sure **Personal Folders** is selected as the location for the subfolder.

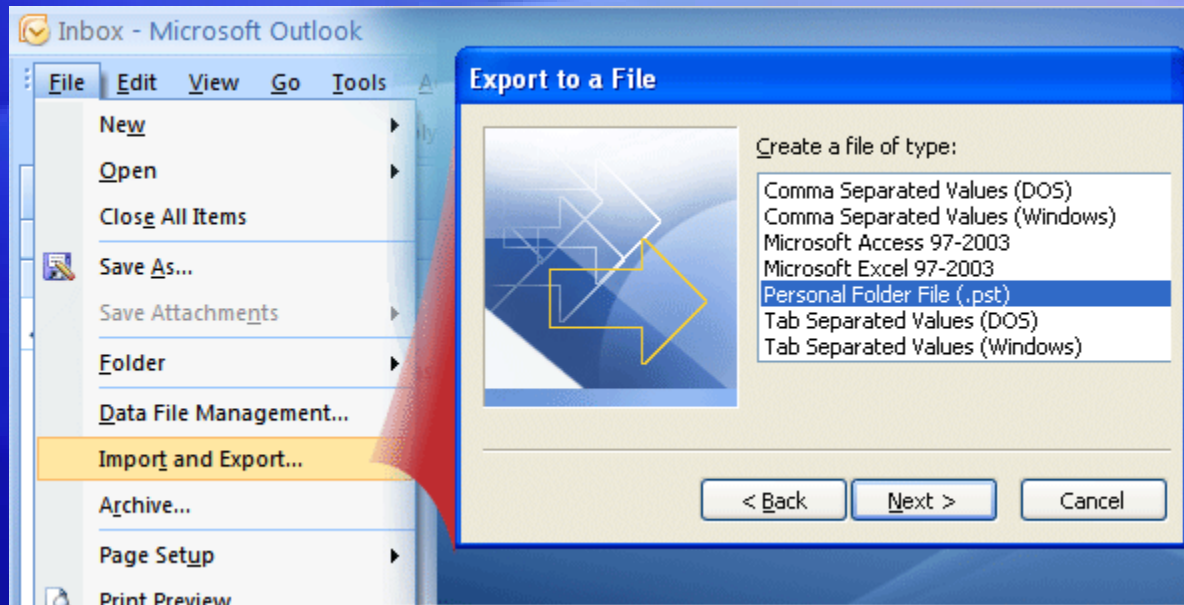
Step 3: Move messages



After you set up your filing system with subfolders, you can move a message to a subfolder by selecting it and then using the shortcut menu.

- 1 Right-click the message.
- 2 On the shortcut menu, click **Move to Folder** to open the **Move Items** dialog box.
- 3 In the **Move Items** dialog box, select the destination (under Personal Folders) and click **OK**.

Need a copy? Use Export



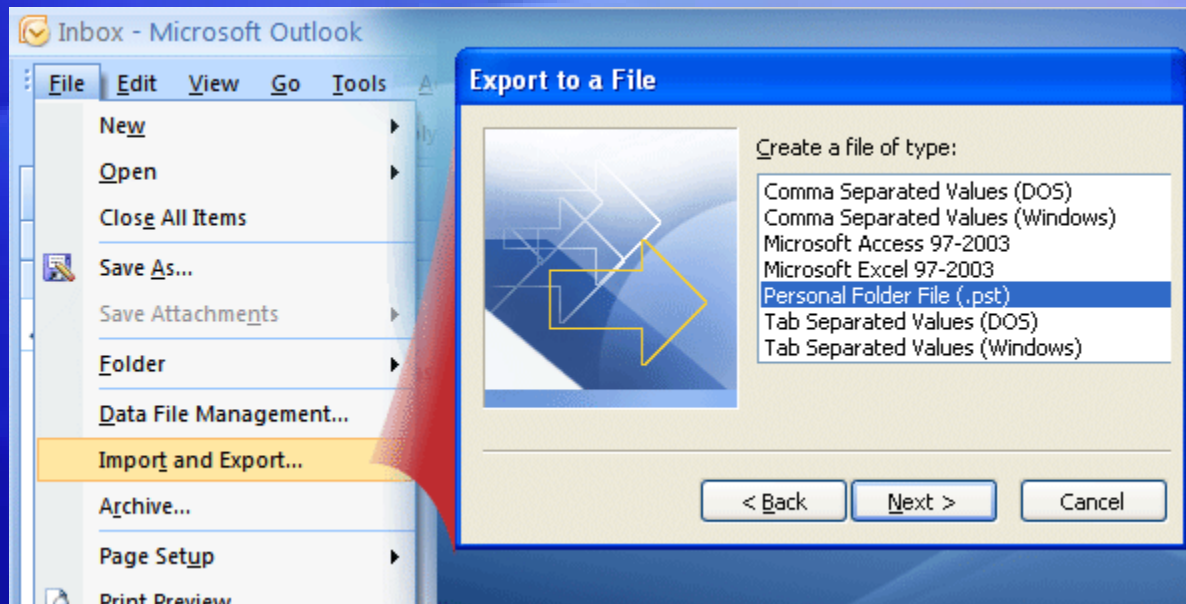
Typically, when you use Archive Folders or Personal Folders, you move messages.

So what do you do if you want to copy messages? Export.

When you export messages, they stay in their original locations, and they're also duplicated in a new file.

This means that exporting messages doubles their number and the space they require. So export is *not* a good method if you're trying to trim your mailbox.

Need a copy? Use Export

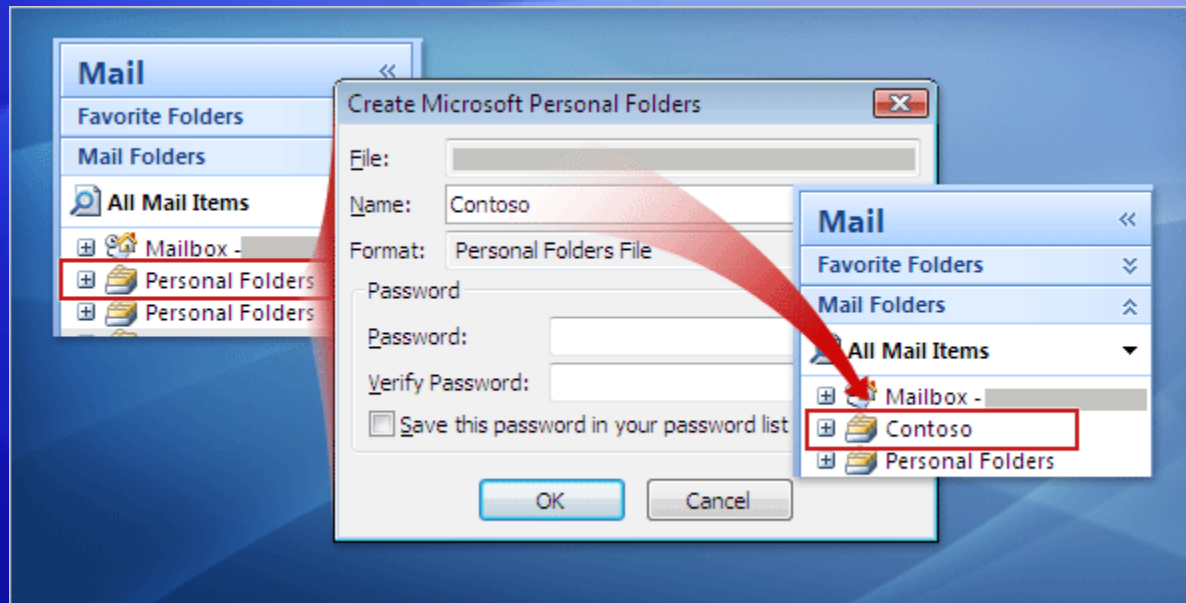


Typically, when you use Archive Folders or Personal Folders, you move messages.

So what do you do if you want to copy messages? Export.

But export is useful if you want a backup copy of a message that you're still working with — for example, if you want to create a backup of messages about a particular project or issue.

Use unique names



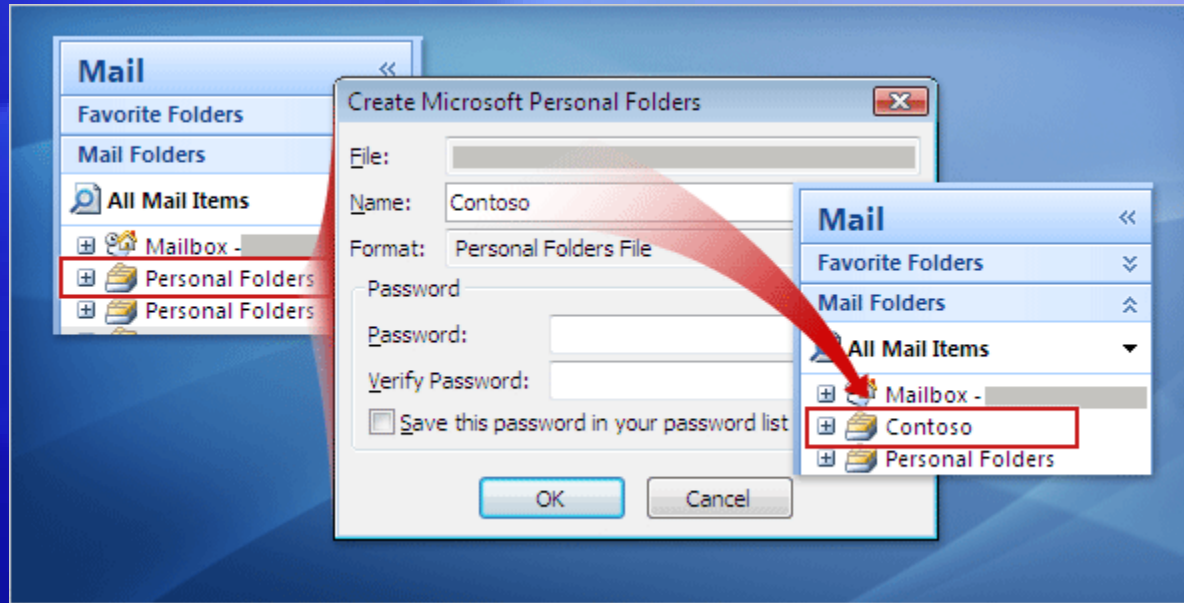
Whenever you create a new Personal Folders file, the new folder's default name is Personal Folders.

If you create more than one (for example, because you want to have a Personal Folders file for each of your projects), you could easily end up with several folders all named Personal Folders.

Using the same name for different things makes them hard to distinguish.

Manage your mailbox III: Move or copy messages to Personal Folders

Use unique names



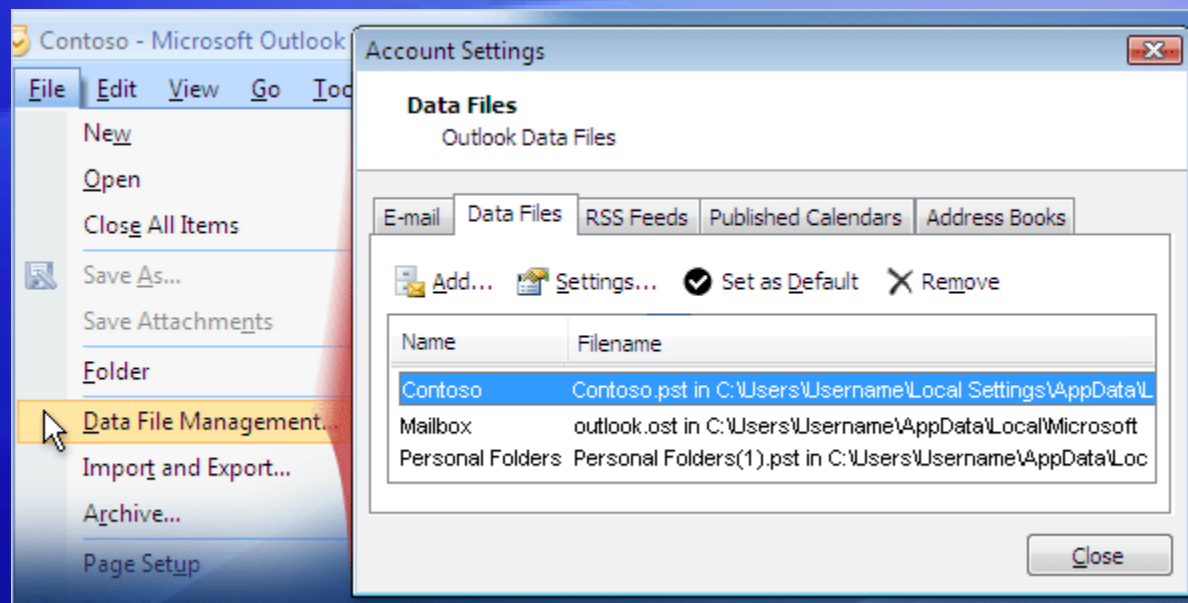
How can you tell the different Personal Folders folders apart?

Whenever you create a new Personal Folders file, give it a unique name.

You do that by typing in the **Name** box in the **Create Microsoft Personal Folders** dialog box, which you'll see when you create a new Personal Folders file.

The picture shows the unique name **Contoso**.

Know the location of your PSTs



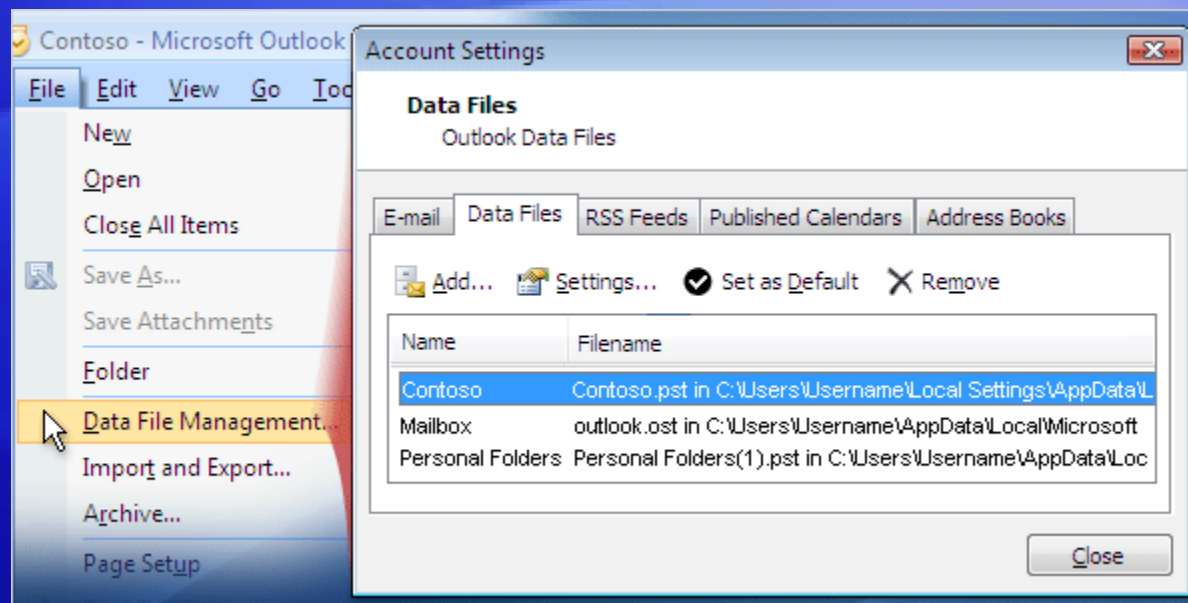
The course noted earlier that a Personal Folders file is on your computer.

But where, exactly?

Once you create a Personal Folders file, or PST, a folder appears in the Navigation Pane, and you can see it there.

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Know the location of your PSTs



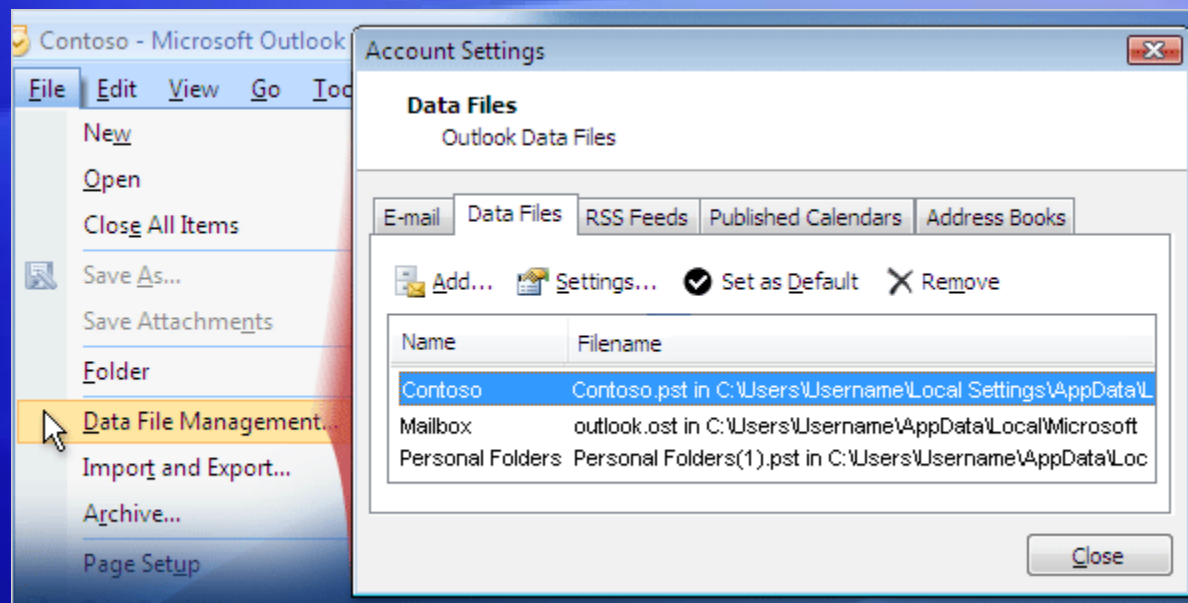
The course noted earlier that a Personal Folders file is on your computer.

But where, exactly?

You can also see where the file is located by clicking **Data File Management** on the **File** menu in the main Outlook window.

You'll see any open Personal Folders files listed on the **Data Files** tab of the **Account Settings** dialog box.

Know the location of your PSTs



You may notice in the picture that the PST actually has two names: a folder name under the **Name** column and a file name in the **Filename** column.

The entry under **Name** is the folder name that you will see as the top-level folder for the PST in the Navigation Pane.

And, as discussed earlier, this name will be Personal Folders unless you change it to something else.



Suggestions for practice

1. Create a Personal Folders file.
2. Create a subfolder in your Personal Folders.
3. Move a message to Personal Folders.
4. Export to create copies (optional).
5. Close the sample data folders.

[Online practice](#) (requires Outlook 2007)

Test question 1

When you create a Personal Folders file, how many names can you specify for it? (Pick one answer.)

1. One.
2. Two.
3. Three.

Test question 1: Answer

Two.

You can give it a file name and a folder name. The latter is what you see in the Navigation Pane.

Test question 2

The Data File Management command allows you to see only the folder name of a Personal Folders File. (Pick one answer.)

1. True.
2. False.

Test question 2: Answer

False.

In addition to the folder name, you can see the file name and the location of the file on your computer.

Test question 3

How many Personal Folders files can you have on your computer? (Pick one answer.)

1. One.
2. Two.
3. As many as you like.

Test question 3: Answer

As many as you like.

You can have many Personal Folders files. That's why it's a good idea to give each a unique name.

Quick Reference Card

For a summary of the tasks covered in this course, view the [Quick Reference Card](#).