Creating a Local Outlook Data File

Current University of the Incarnate Word policy requires that all email stored on the server be deleted sixty (60) days after it is received. **Once deleted, this email cannot be recovered**. All faculty and staff are individually responsible for storing vital email.

This tutorial was created for Outlook 2013, but it can be applied to Outlook 2010.

1. Open Outlook and click **File** in the upper left hand corner.



	Configure Office to connect to	(Out of Office)
	Delegate Access Give others permission to receive items and respond on your behalf.	ify others that you are out of office, on vacati -mail messages.
	Download Address <u>B</u> ook Download a copy of the Global Address Book.	lbox by emptying Deleted Items and archiving
Account Settings Data Files Outlook Data File	No. of Street	
E-mail Data Files R	ss Seeds SharePoint Lists Internet Calendar: gs ♥ Set as Default × Remove 😁 Opr	s Published Calendars Address Books
Name	Location	
🔮 tpeak@uiwbx.edu	C:\Users\tpeak\AppData\Local\Microsoft\	Outlook\tpeak@uiwtx.edu.ost
Saved Email	C:\Users\tpeak\Documents\Outlook Files	Saved Email.pst

Select a data file in the list, then click Settings for more details or click. Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut

- 2. Locate Account Settings.
- 3. Click the = to open the dropdown menu.
- 4. Choose **Account Settings** on the dropdown list.

- 5. Click the **Data Files** tab.
- 6. Click the **Add** button.

- Depending on the setup of your computer you may see the *New Outlook Data File menu*. If it appears, choose **Outlook data** file (.pst)
- 8. Click OK.





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Close

- 9. By default, the new .pst file will be called *My Outlook Data File*. **Rename** the file to reflect the subject matter of the email that will be stored in the file.
- 10. Click **OK.**
- 11. Close Account Settings.





- 12. The new **.pst folder** will appear in the *Navigation Pane* in Outlook.
- 13. You may create additional folders within the .pst file to further classify saved email.
- 14. Right-click on your newly created **.pst file** (*in this case, 2015 Mail*).
- 15. Click New Folder.
- 16. Name your folder and press **Enter**. Create as many folders as you need for organizational purposes. You may repeat this step at any time to create additional folders.
- 17. You can sort messages into folders as needed by simply dragging messages to the folders. Mail in personal folders are will not be deleted after sixty days.



