# 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.

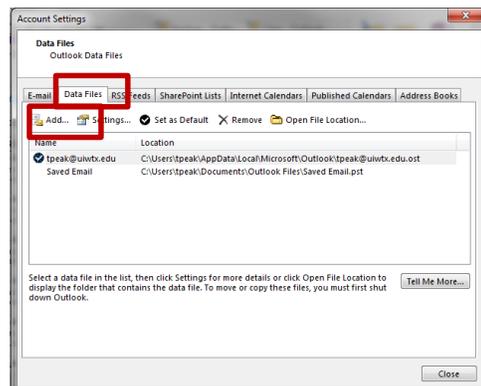This tutorial was created for Outlook 2013, but it can be applied to Outlook 2010.

1. Open Outlook and click **File** in the upper left hand corner.
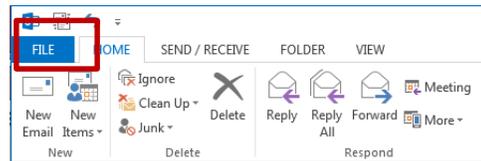
2. Locate **Account Settings**.
3. Click the ⬇ to open the dropdown menu.
4. Choose **Account Settings** on the dropdown list.
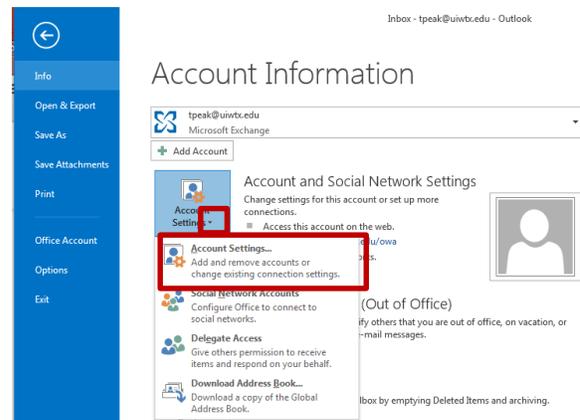
5. Click the **Data Files** tab.
6. Click the **Add** button.

7. 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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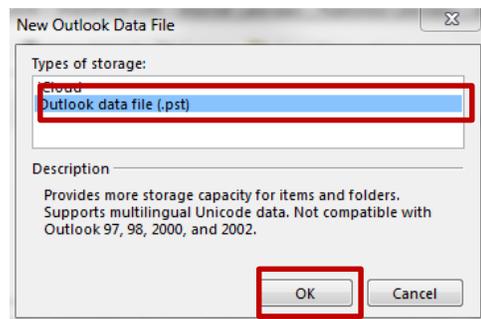
9. By default, the new .pst file will be called *My Outlook Data File*. **Rename** the file to reflect the subject matter of the email that will be stored in the file.
10. Click **OK.**
11. **Close** Account Settings.
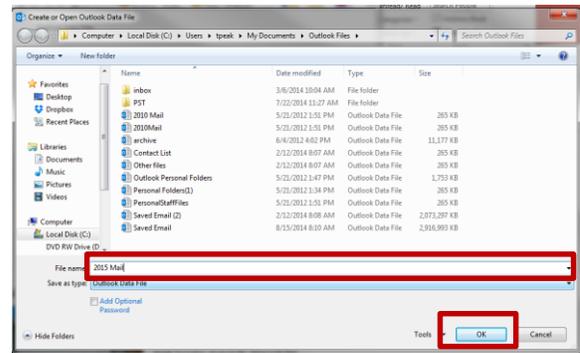
12. The new **.pst folder** will appear in the *Navigation Pane* in Outlook.
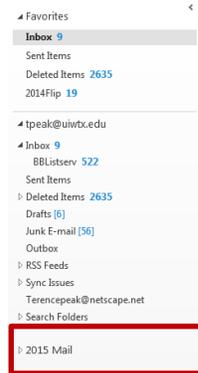
13. You may create additional folders within the .pst file to further classify saved email.
14. Right-click on your newly created **.pst file** (*in this case, 2015 Mail*).
15. Click **New Folder.**
16. Name your folder and press **Enter**. Create as many folders as you need for organizational purposes. 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.