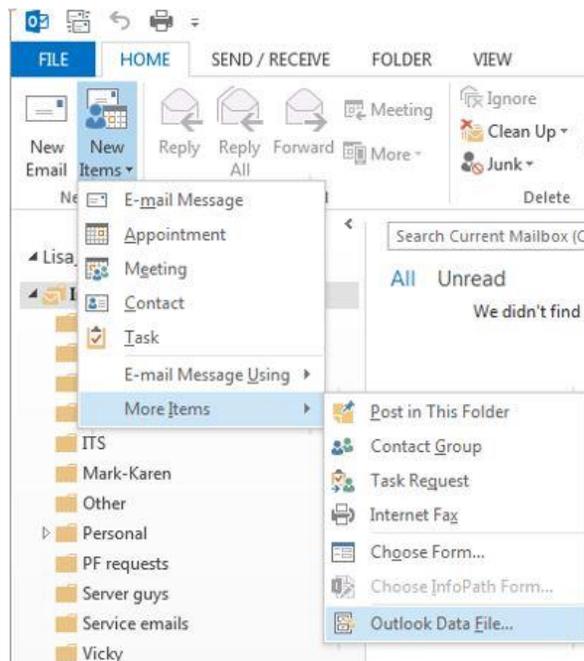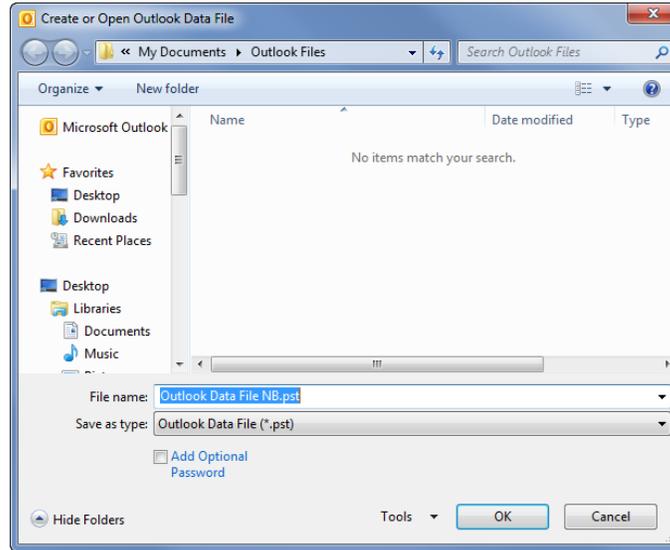# Creating an Outlook Data File (Personal Folder.pst) in Outlook 2013

What was previously called a "Personal Folder" in Outlook 2007 became known as an "Outlook Data File" in Outlook 2010 and so it remains in 2013. This file type is another service that Outlook provides for you to store/file e-mail locally, instead of on the Exchange server. If you choose to add an Outlook Data File (PST), please be aware of certain situations. The **first** thing to remember is that if you file **mail locally it will not be accessible when using OWA** (checking your BU email via the web). **Secondly**, in order to get a good backup you will need to **close Outlook**. **Next**, keep in mind that if you have the unfortunate experience of a hard drive crash you could possibly lose that mail, if Tivoli did not back it up. It can be restored from **backup (if present), but it may not be as current** as you may like. **Finally**, Outlook Data Files are were **limited to 2GB (Outlook XP and before) and 20GB (Outlook 03, 07, and 2010 and now 2013)** in size. Actually **anything over 1.8GB or 18GB** will result in corruption. With all of that said, Outlook Data Files can actually serve as a very good method for helping keep your Exchange mailbox size reduced. You can think of Outlook Data Files as a "filing cabinet" that stores your outdated email messages/folders, calendar appointments, etc...which you may wish to refer to at a later date.

1. On the Home tab, click on the "**New Items"** button, and choose "**More Items",** then "**Outlook Data File."**

2. **Enter a filename**. This filename will be displayed in your folder list. You may leave the default filename of "Outlook data file," "Personal folders" or enter a name of your own such as "Your name-local email." Click OK.

3. **You will now see the newly created Outlook Data File (PST) in your folder list view in Outlook.** To move or store email locally, you may simply drag entire folders off Exchange to your Outlook Data File. This process will move that folder local to Outlook, which will lessen your mailbox size on the server, hence freeing up space within your 1GB quota. You may also create new folders in your Outlook Data File to move all or parts of your Exchange email locally.