

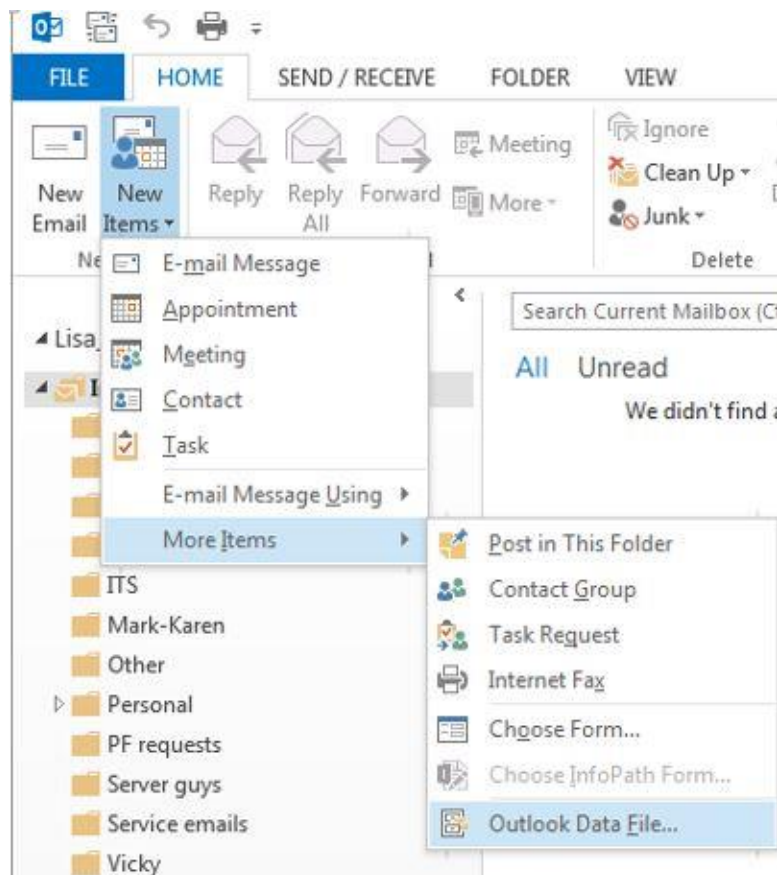
Creating an Outlook Data File (Personal Folder.pst) in Outlook 2016

Now that your mailbox is in the cloud and unlimited you may not ever need this option, but for those that still wish to file email locally you do still have this option.

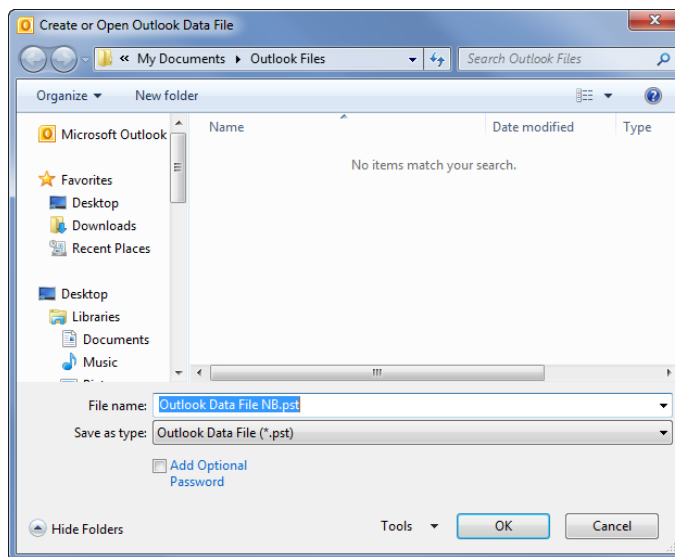
If you choose to add an Outlook Data File (PST), please be aware of certain situations. The **first** thing to remember is that if you file **mail locally it will not be accessible when using OWA** (checking your BU email via the web) **or your smartphone**. **Secondly**, in order to get a good backup 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 or Crash Plan Pro did not back it up. It can be restored from **backup (if present), but it may not be as current** as you may like. **Lastly**, ITS recommends no more than 10-20gb of mail to be stored in a single pst file. You may create multiple pst files, if needed.

With all of that said, Outlook Data Files (pst's) can actually serve as a very good method for helping keep your Exchange mailbox size reduced, organized, or archived. You can think of Outlook Data Files as a "filing cabinet" that stores your outdated email messages/folders, calendar appointments, older subfolders, etc...

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 or simply allow you to move more “personal” items out of the cloud. You may also create new folders in your Outlook Data File to move all or parts of your Exchange email locally.

