# How to Create an Archive/Personal folder for MS Outlook 2010
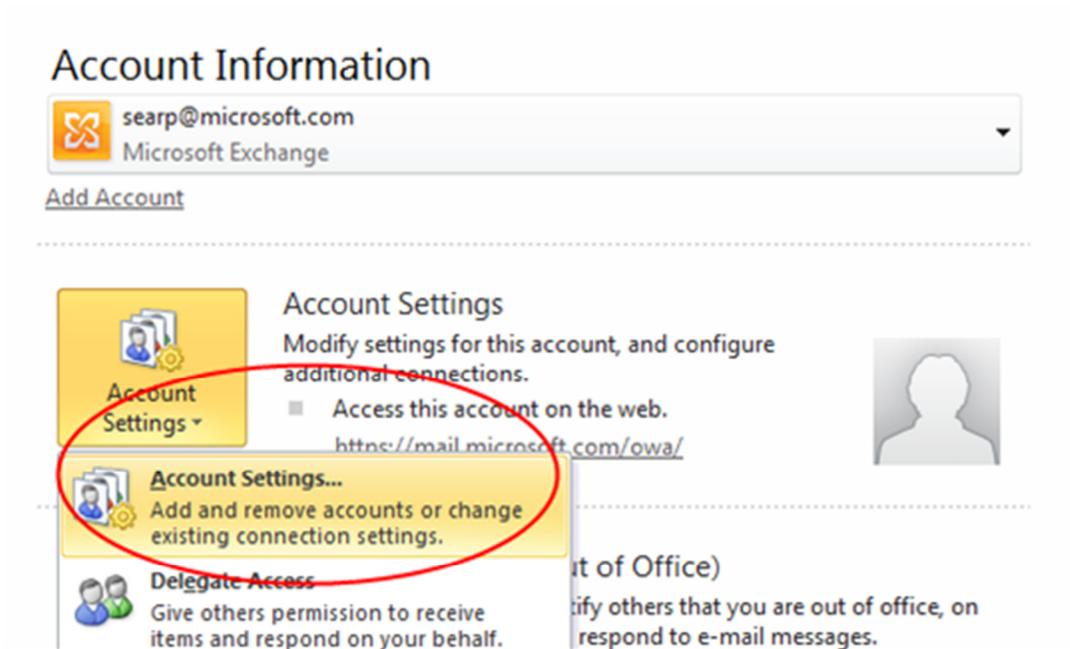
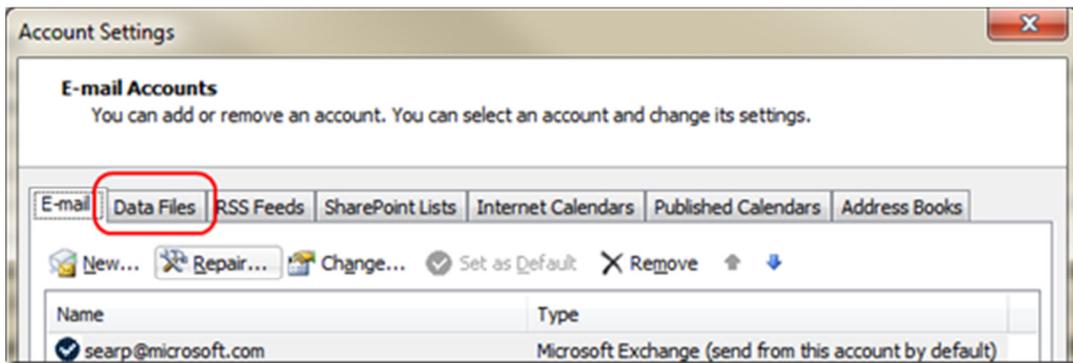## How to create an Archive/Personal folder for MS Outlook 2010

1. In the top left of Outlook, click on "File".
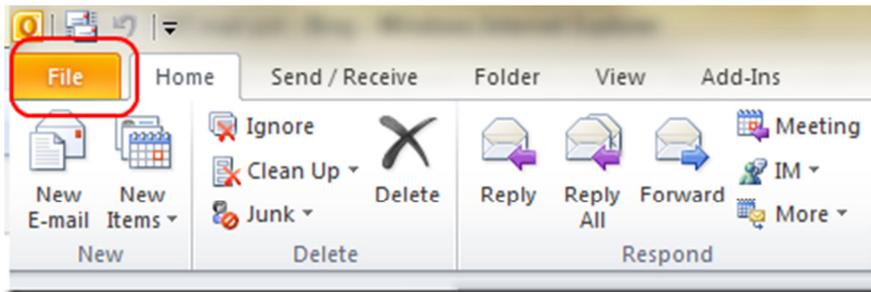


2. Click on the Account Settings drop down, and then click "Account Settings…"

3. In the window that pops up, click the second tab "Data Files"



4. Click on the "Add…" icon, and then give your PST file a name (they call it "Outlook Data File, which makes much more sense to end users), choose where it goes, and then hit "OK".  By default in Windows 7, it goes into your My Documents folder into a folder called "Outlook Files".
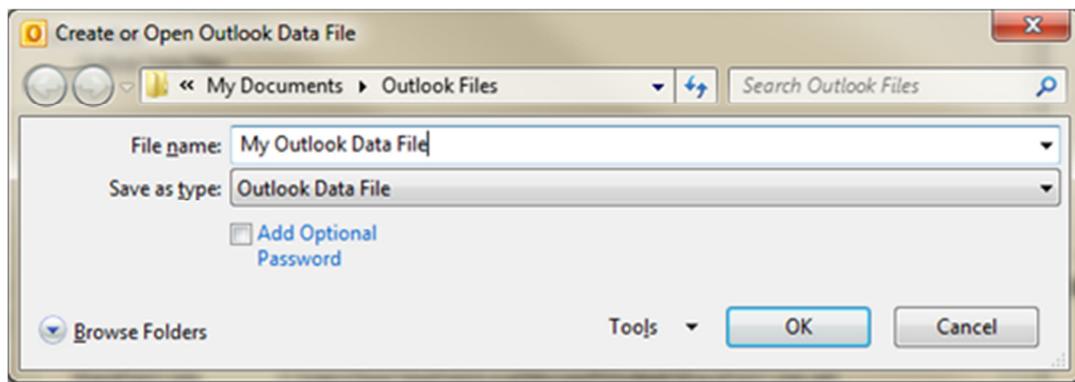
5. Close the Account Settings window, and you will be back to the main Outlook window.  Your new PST (Outlook Data File) will be over on the left, and you can create new folders and drag mail into them (or setup rules).
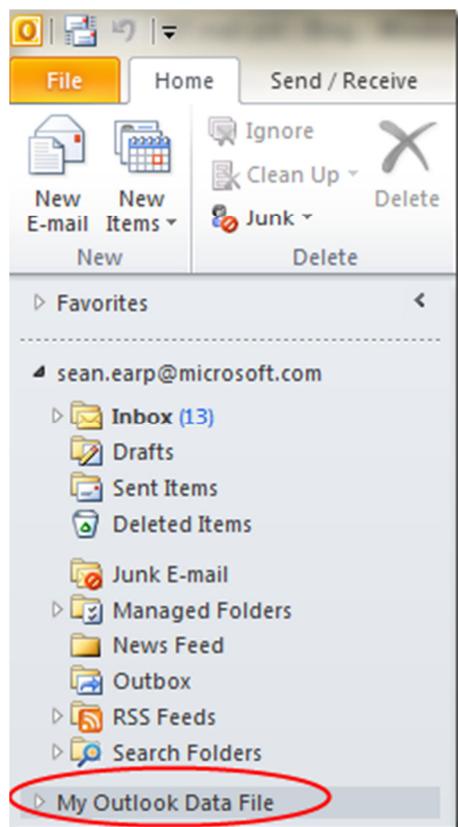
# How To Create Personal folders on an APPLE  In Outlook 2011

Follow these steps using Outlook 2011 on a Mac to create Personal folders. Personal folders (on your computer) are folders that are local to your machine. Email put in these folders are NOT on the server, so it decreases your email quota.

1.  In Outlook 2011, select Preferences under the Outlook menu
2.  Under Personal Settings, select General Icon
3.  Uncheck both boxes under Folder List (make sure nothing is checked)
4.  Close out of this preference
5.  In Outlook, on left side, under your folders look for "ON MY COMPUTER" folders
6.  Click on On my computer Inbox
7.  Go up to Menu icons and select NEW - FOLDER
8.  Type in the name you wish to call this folder
9.  Click out of folder, and you now created a folder locally on your Mac.

The last step is to move mail from other folders into your newly created Local folders.