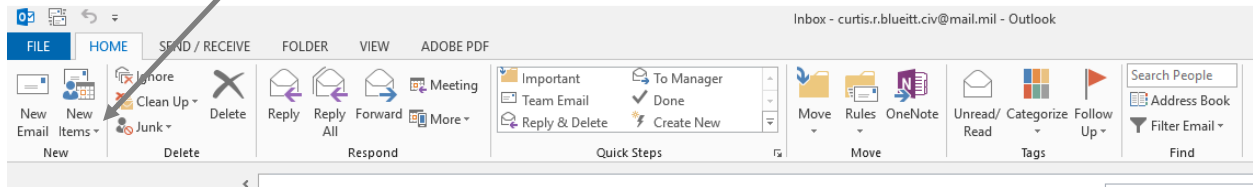


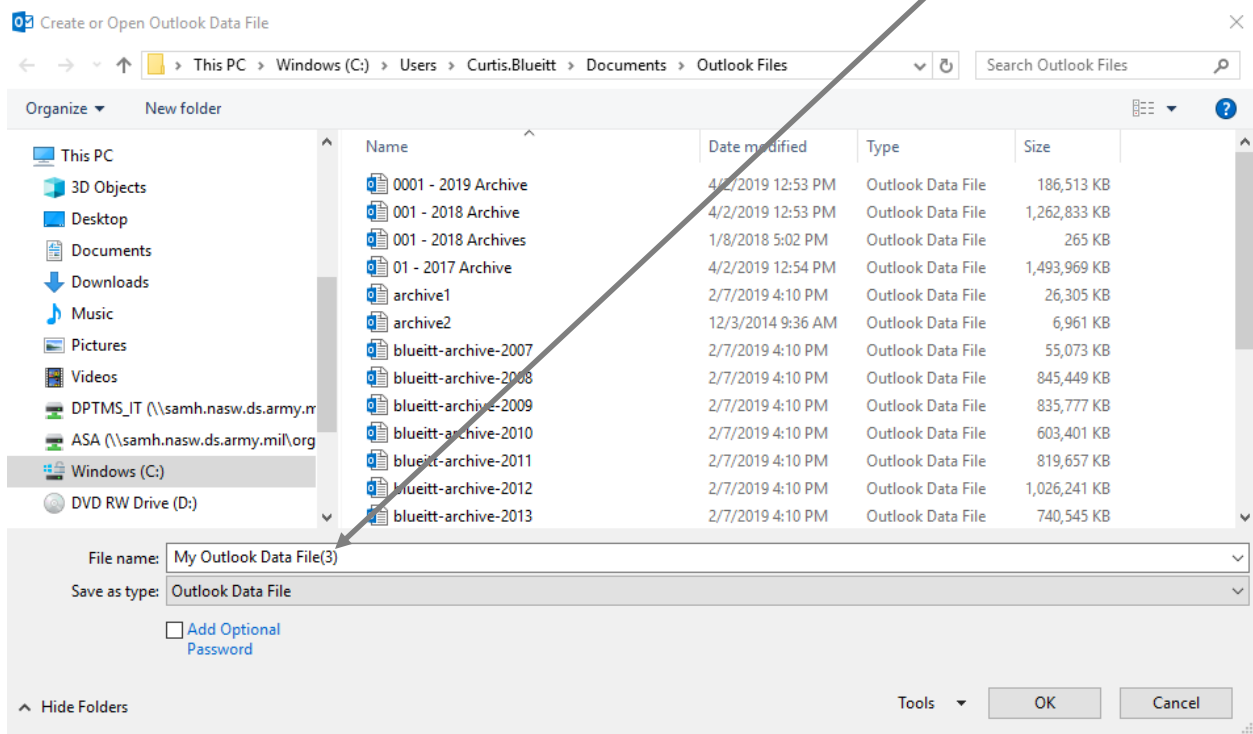
## Creating A New PST File

Following are procedures for creating a new personal folder within your Outlook profile. This folder is stored on your hard drive and does not count against your allocated space on the email server.

1. First, click the pull down menu on “New Items,” select “More Items,” and the “Outlook Data File.”



2. In the “Create or Open Outlook data File” window type a name for your .pst file and click OK.



3. The .pst file should then appear in the left column of your Outlook window.