# How to Create a PST file to Save Important Emails

 Your email account on the Exchange Email server has a limited capacity. It will get full over time and stop working if you don't empty it out regularly. If you have important emails that you wish to save, then you need to move them off the server and to another location.   Here is an easy way to save important emails to a PST file on your PC in My Documents. The PST file can get pretty large after a while (don't let it get over 2GB in size), so it's a good idea to create a new PST file each school year and close the old one. Here's how to create a PST file:

1. Open your Outlook Email program.
2. From the Menu, select **File->New->Outlook Data File…**
3. Select **Outlook 97-2002 Personal Folders File** (.pst) and press OK.
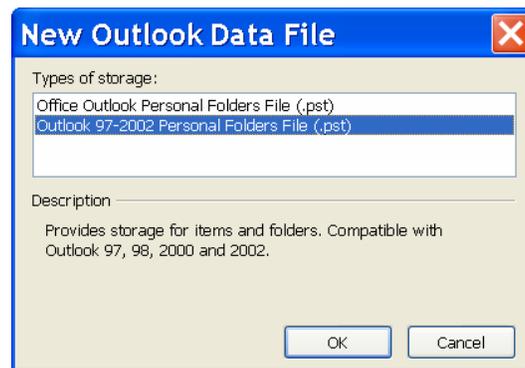
Outlook will ask where to create the PST file. In the **Save In** box, navigate to your My Documents folder. Name the file (example JOE SAMPLE.pst). NOTE: You can also create a new folder in you My Documents to place your PST file in it. Create a folder named 'Outlook PSTs' or 'My Email' for example.
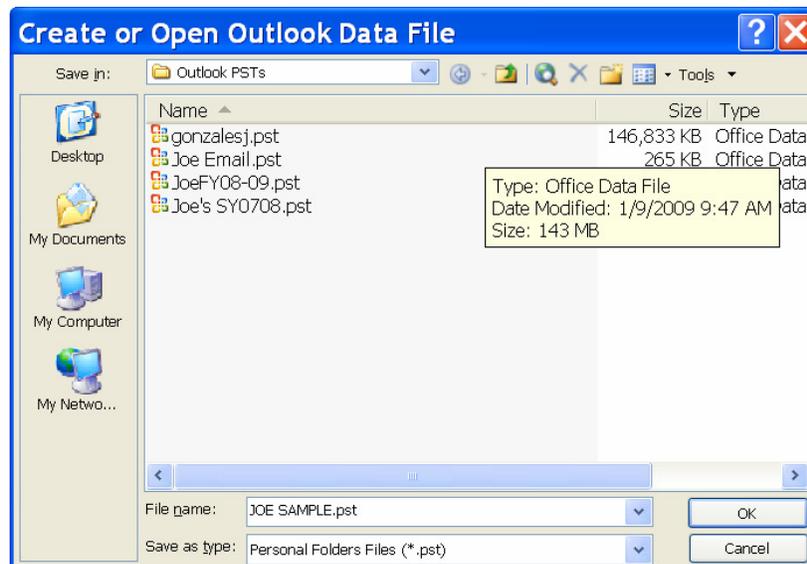
4. Next Outlook will ask if you want to 'name' the folder and/or encrypt the file, Change the default name from 'Personal Folders' to match the file name in step 4, for the rest, accept the defaults and press OK.
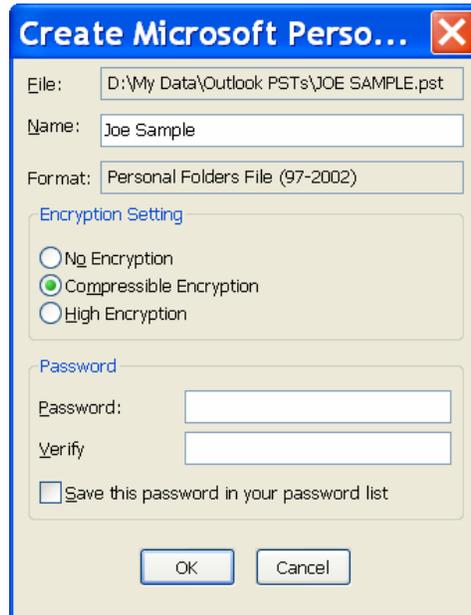
5. You will now see an added folder in Outlook in the left hand column named 'Joe Sample'. Within this folder you can create new folders to 'file away' those important emails that you don't want to lose. Make folders that will help you organize those saved emails. This will make it easy to find them later. To create a folder, right-click on 'Joe Sample' and select 'New folder'. You can make as many folders as you wish.
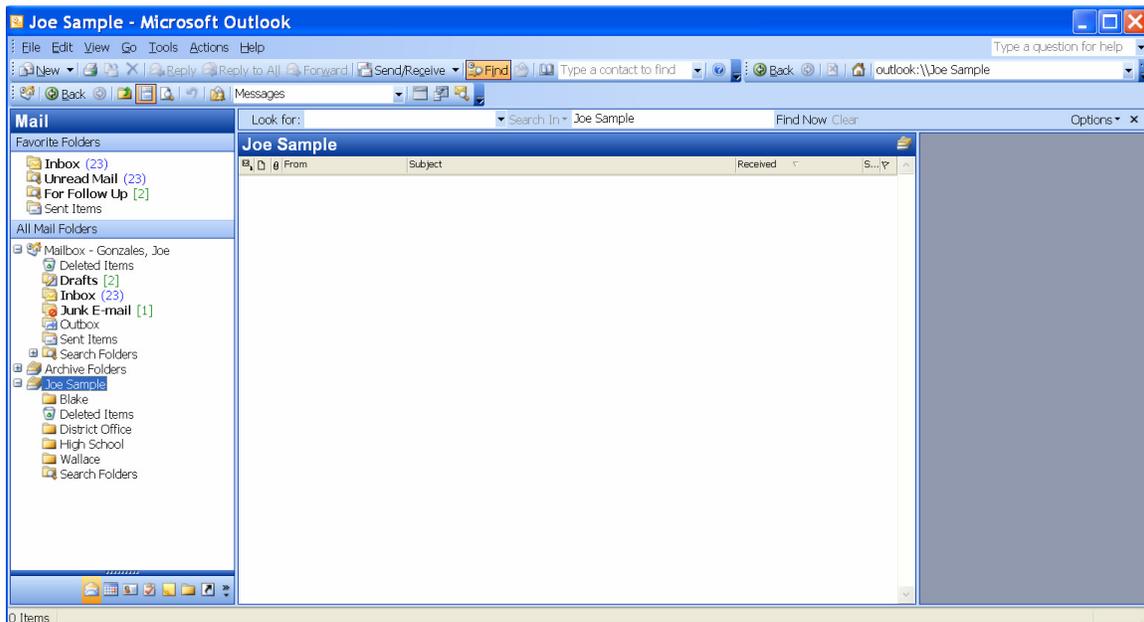

6. Now you are ready to SAVE those important emails. To do so, just drag and drop the emails from your Mailbox to your Personal Folders file (PST). You can save emails from your Inbox, Deleted Items, Drafts and even Sent Items folders.

7. As you save your important emails to your PST file, don't forget to back them up by regularly backing up your My Documents folder to a CD, DVD or Memory Stick.
8. Also remember to keep your Outlook Mailbox in good order by regularly deleting unnecessary clutter in your Inbox, Deleted Items folder and Sent Items folder.

Opening Old PST files.

OK now you have save important emails to a PST file. How do you access them later?

1. In Outlook, go to **File->New->Outlook Data File…** and navigate to where the saved PST file is that you want to open. Select the .pst file and Presto! you will see it appear in the left column of the Outlook screen.
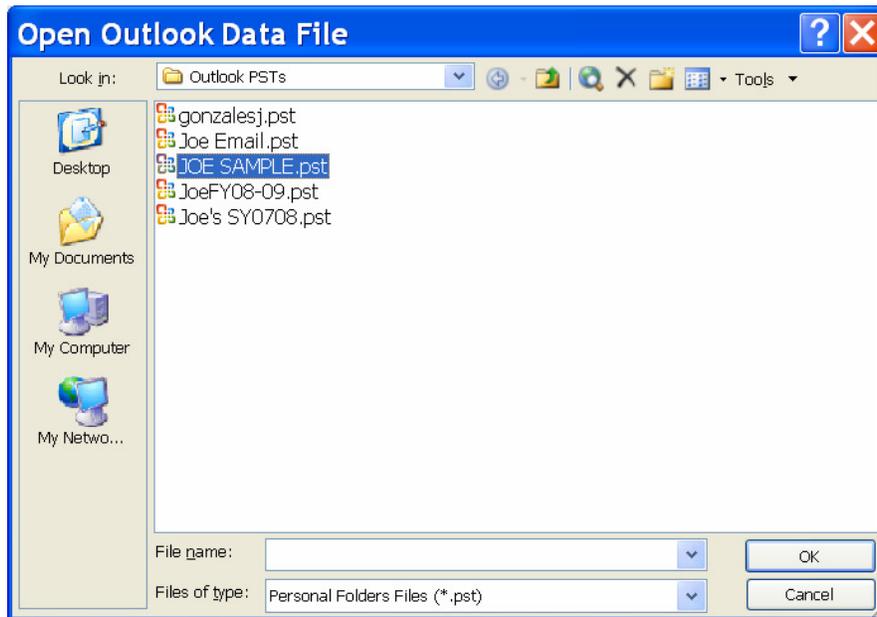
If you need further assistance in saving your important emails, please contact the PUSD Technology Department.

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