

Microsoft Outlook – Creating Data Folders



Creating Data Folders.

With Outlook it is possible to create additional folders to store received and sent items.

Over time we can store hundred, thousands of emails that we no longer need on a daily basis but wish to keep them for future reference if required.

Emails are saved within the Outlook environment, storing large amounts of emails can take up a lot of disk storage space on the company server, hence why most companies will impose a file storage limit.

The **Data Folder** is a folder created outside of the Outlook environment, this could be on a network drive or a portable storage device.

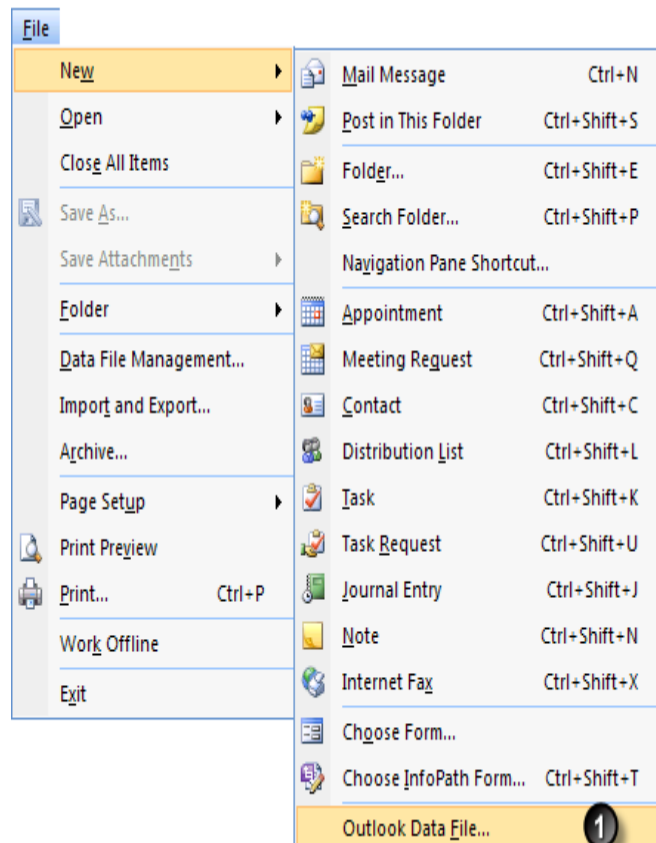
Data Folders once created are added to the mail folder list.

It is easy to move emails into the Data Folder List by simply selecting and dragging the Emails into the folder.

Once the Emails have been moved into the Data Folder they will no longer take up storage room within Outlook.

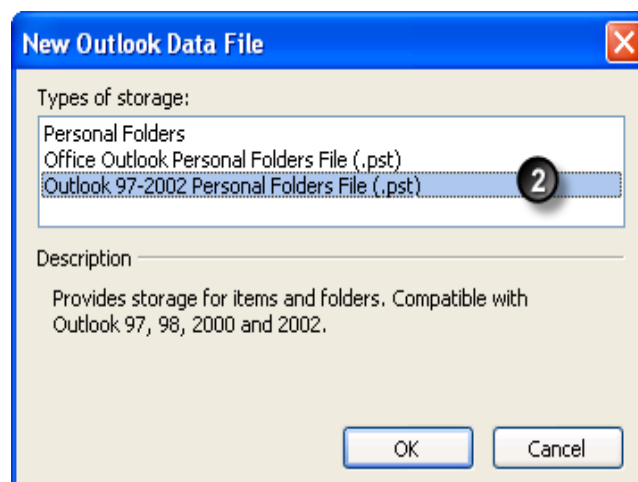
Microsoft Outlook – Creating Data Folders

1. Select from the **File** →, **New** → **Outlook Data File**.



2. You may wish to share your Data Folder with other users.

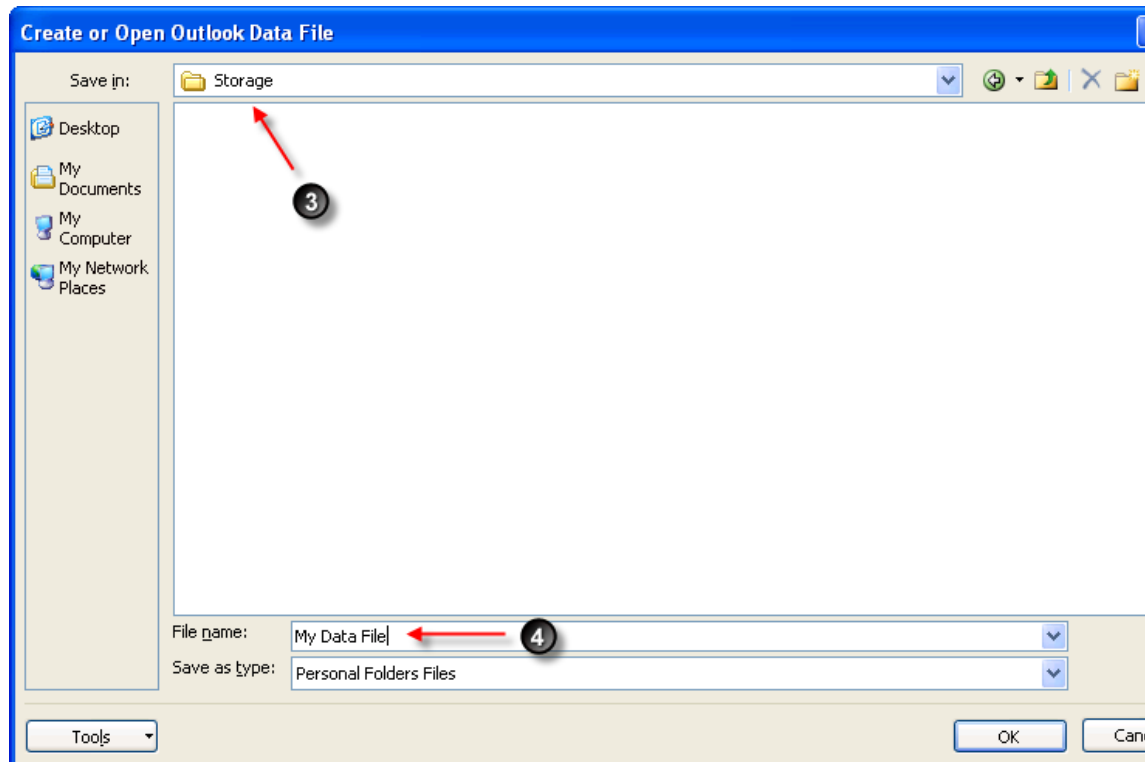
There are several different versions of Outlook available.



If you are not sure which version of Outlook other users are using select the option highlighted in the dialog box.

Microsoft Outlook – Creating Data Folders

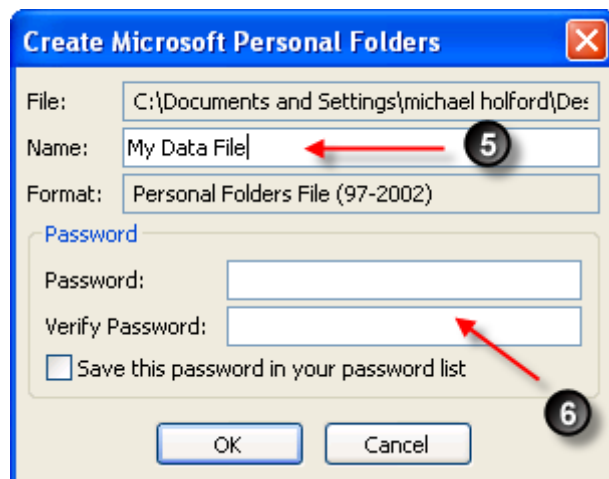
Otherwise select “Office Outlook Personal Folders File (.pst)”.



3. Select the location that you require the Data Folder to be stored (outside of Outlook – network drive / portable storage device).
4. Specify a **name** for the Data Folder.

Microsoft Outlook – Creating Data Folders

5. We have already named the **Data Folder** for the storage location, now we need to name it for the Mail Folder list within Outlook.



6. On a shared network, other users will be able to open your Data Folder. To restrict other members opening you Data Folder apply a password to the folder.

Note: Do not forget the password as the network administrator cannot reset this password.

Preview: My Data File.

