

## OUTLOOK – PERSONAL MAIL STORAGE INFORMATION

# SAIT ENCOURAGES USERS TO CREATE PERSONAL STORAGE FILES TO SAVE, ARCHIVE OR STORE MESSAGES

### WHERE ARE PERSONAL STORAGE FOLDERS CREATED?

CREATING PERSONAL STORAGE FOLDERS IN THE NETWORKED PERSONAL FOLDER ALLOWS ACCESS FROM ANY WORKSTATION WITHIN THE DIVISION OF STUDENT AFFAIRS AND KEEPS INFORMATION PRIVATE.

**PERSONAL STORAGE FILES ARE CREATED IN THE USER'S NETWORK PRIVATE FOLDER SO THAT THEY CAN BE BACKED UP DAILY**

DATA FILES CAN ONLY BE OPENED WITH THE PROGRAM "OUTLOOK" AND THEY NEED TO BE/STAY A MANGEABLE SIZE - 500 MB OR SMALLER.

**CHECK THE SIZE OF ANY FOLDER – IN OUTLOOK: RIGHT CLICK ON FOLDER → CLICK ON PROPERTIES → CLICK ON FOLDER SIZE...**

PSTs CAN BE ATTACHED TO OUTLOOK – OR NOT. TRUE ARCHIVING DOES NOT NEED TO BE ATTACHED TO OUTLOOK – THE PST CAN ACT AS MERE STORAGE. OUTLOOK DATA FILES CAN BE OPENED QUICKLY WHEN NEEDED.

**FILE → OPEN → OUTLOOK DATA → NAVIGATE TO FILE. (RIGHT CLICK AND "CLOSE" TO DISENGAGE FROM OUTLOOK )**

**NOTE: DISENGAGING DOES NOT ALLOW FOR OVERSIZED FILES TO EXIST!**

### WHEN DO DATA FILES NEED TO BE CREATED?

OUTLOOK PROMPTS TO ARCHIVE? → OUTLOOK WILL AUTOMATICALLY CREATE A FOLDER ON THE LOCAL DRIVE – THIS WILL NOT BE ACCESSIBLE FROM ANOTHER WORKSTATION – AND IS NOT BACKED UP - **NOT AN IDEAL SOLUTION!**

**TURN AUTOARCHIVE "OFF" USE TOOLS → OPTIONS → OTHER → AUTOARCHIVE → "UNCHECK" AUTOARCHIVE**

OUTLOOK PROMPTS THAT MAILBOX IS FULL? → THIS ALERTS USER TO "HOUSEKEEP" AND MANUALLY MOVE MESSAGES INTO OTHER FOLDERS – INCLUDING THE DELETED ITEMS FOLDER (NEEDS TO BE ATTENDED TO BY "PERMANENTLY DELETING" ITEMS).

**NOTE: ATTACHMENTS FILL UP MAILBOXES QUICKLY – SAVE ATTACHMENTS SEPARATELY AND DELETE MESSAGES**

### HOW TO CREATE OUTLOOK DATA FILES?

- 1) File → new → outlook data file
  - 2) Click OK
  - 3) Navigate to private folder on network drive → name folder and save as personal folders files type
  - 4) Click OK
  - 5) Name file again (exactly as in step 3 – once for the network and once for Outlook)
  - 6) Click OK
- **SEE THE FILE FOLDER APPEAR UNDER LIST OF MAIL FOLDERS IN OUTLOOK**

**ALL FOLDERS IN OUTLOOK BECOME LARGE OVER TIME AND NEED TO BE MANAGED**

**MAKE A HABIT OF MANAGING PERSONAL STORAGE FOLDERS BY CULLING MESSAGES AND DELETING OLD OR OUTDATED MESSAGES. THE FINAL STEP IN THAT PROCESS IS TO COMPACT FILES:**

1. On the **File** menu, click **Data File Management**
2. Select the data file that you want to compact → then click **Settings**
3. Click **Compact Now**