

## About Personal Folder Files

A personal folder is a Microsoft® Office Outlook® 2007 folder that is stored on the hard drive of your computer. You can easily save your Outlook e-mail messages and items in this folder. Your personal file folder is displayed in Outlook with your other folders. A personal folder resides on your computer (offline) instead of on your Exchange server (online).

Topics in this guide include:

- Create Personal Folder Files
- Find Your Personal Folder Files (Windows XP)
- Find Your Personal Folder Files (Windows Vista)

## Create Personal Folder Files

Outlook Personal Folders (.pst) are data files stored either locally on your computer or on a network share, where you can move e-mail, calendar items, and tasks. This allows you to better organize your Exchange server folder, as well as manage the amount of server space you use.

1. On the **File** menu, point to **New**, and then click **Outlook Data File**.
2. In the **New Outlook Data File** dialog box, select **Office Outlook Personal Folders File (.pst)**, and then click **OK**. See [Figure A](#).
3. Type a name for your Personal Folder file in the **File name** box, and then click **OK**.
4. In the **Create Microsoft Personal Folders** dialog box, type a name for your Personal Folder that will show up in your Outlook Navigation pane. See [Figure B](#).
5. If you wish to give your Personal Folder a Password, enter it in the appropriate boxes. Click **OK**.
6. In the Navigation Pane, your new personal folder appears at the bottom of your Folder List. You may now move items into your Personal Folder by dragging them to it. Create additional folders within your Personal Folder for maximum organizational flexibility.

## Find Your Personal Folder Files (Windows XP)

Follow these instructions if you ever need to copy or move your Personal Folders files:

1. Click **Start**, and then click **Control Panel**.
2. In Classic View, double-click **Folder Options**.

**Note** If you are using Category View, click **Appearance and Themes** and then click **Folder Options**.

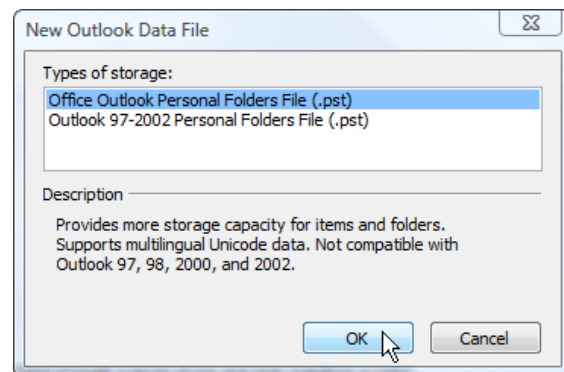


Figure A

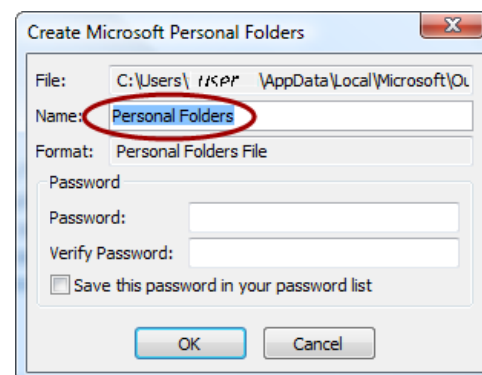


Figure B

3. On the **View** tab, under **Hidden files and folders**, click **Show hidden files and folders**, and then click **OK**. See Figure C.
4. Navigate to the default location for your .pst files. (Replace *user* with your actual user name in the following string.)

C:\Documents and Settings\user\Local Settings\Application Data\Microsoft\Outlook

Any Personal Folders files you created (for example, Personal Folders.pst) should display, along with Outlook.pst and any other .pst files created by Outlook.

## Find Your Personal Folder Files (Windows Vista)

1. Click **Start**, and then click **Search**.
2. Click **Advanced Search**. Select the **Include non-indexed, hidden, and system files (might be slow)** check box.
3. In the **Search** box located in the upper right corner, type **\*.pst**. The name and location of the .pst files display as shown in Figure D.

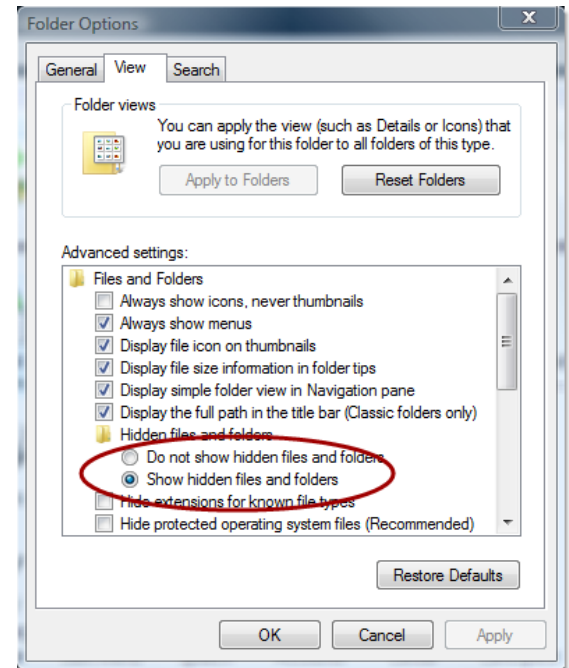


Figure C

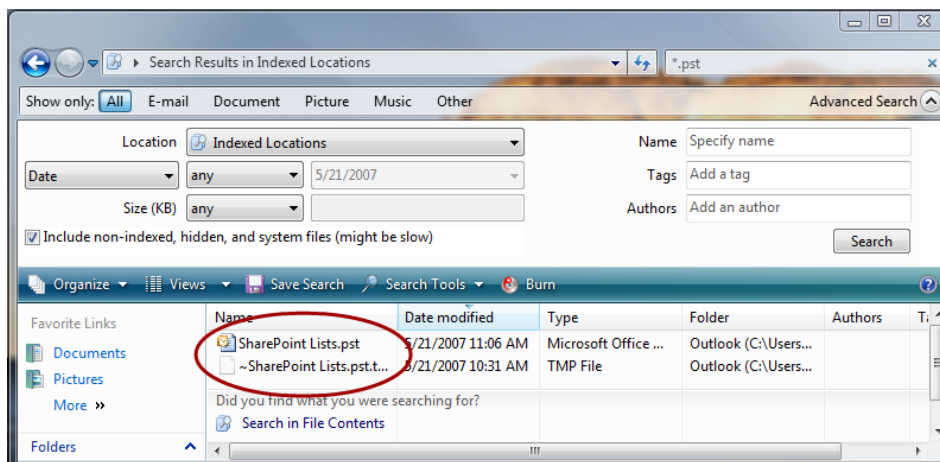


Figure D

**Note** Your .pst files are hidden. Because .pst files are not displayed in your file folders, you may have difficulty finding them. The default location of your .pst file is here:  
C:\Users\user\AppData\Local\Microsoft\Outlook\Personal Folders(1).

Any Personal Folders files you created (for example, Personal Folders.pst) should display, along with Outlook.pst and archive.pst, if you have enabled Archiving in Outlook.