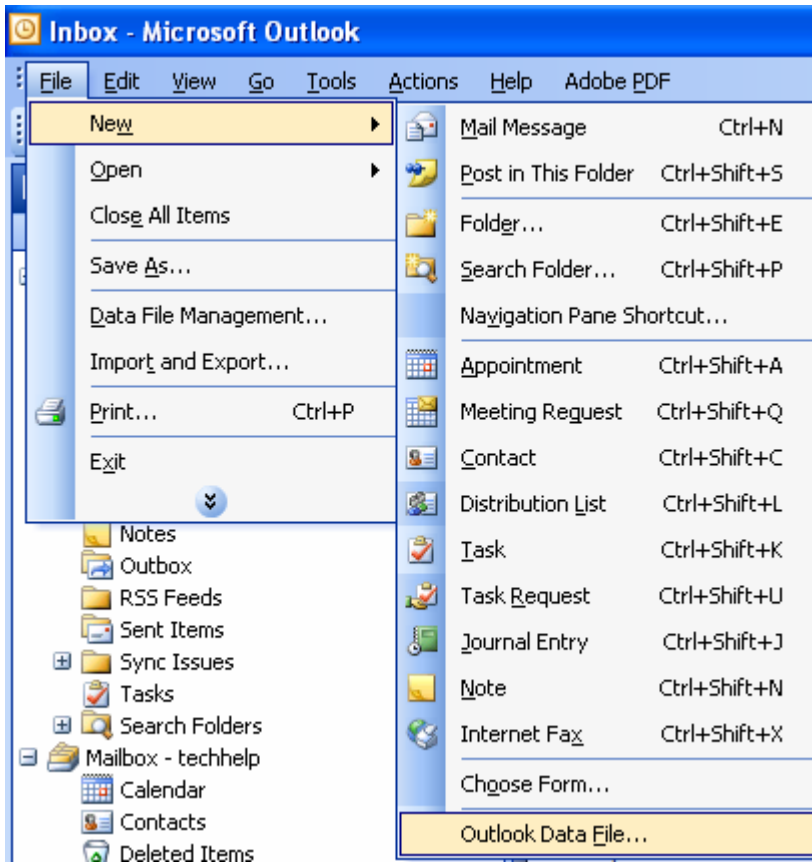
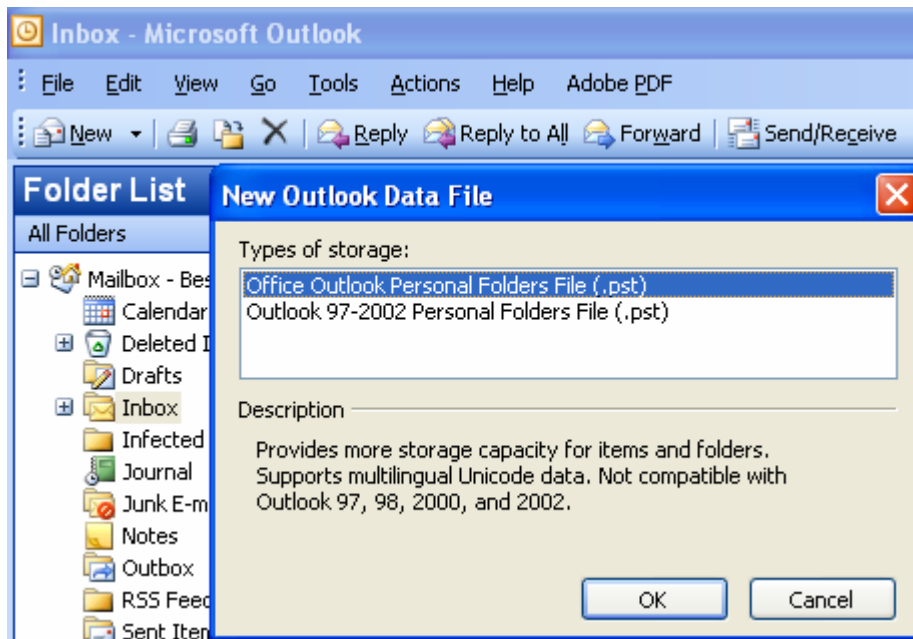


## Creating Personal Folders in Outlook

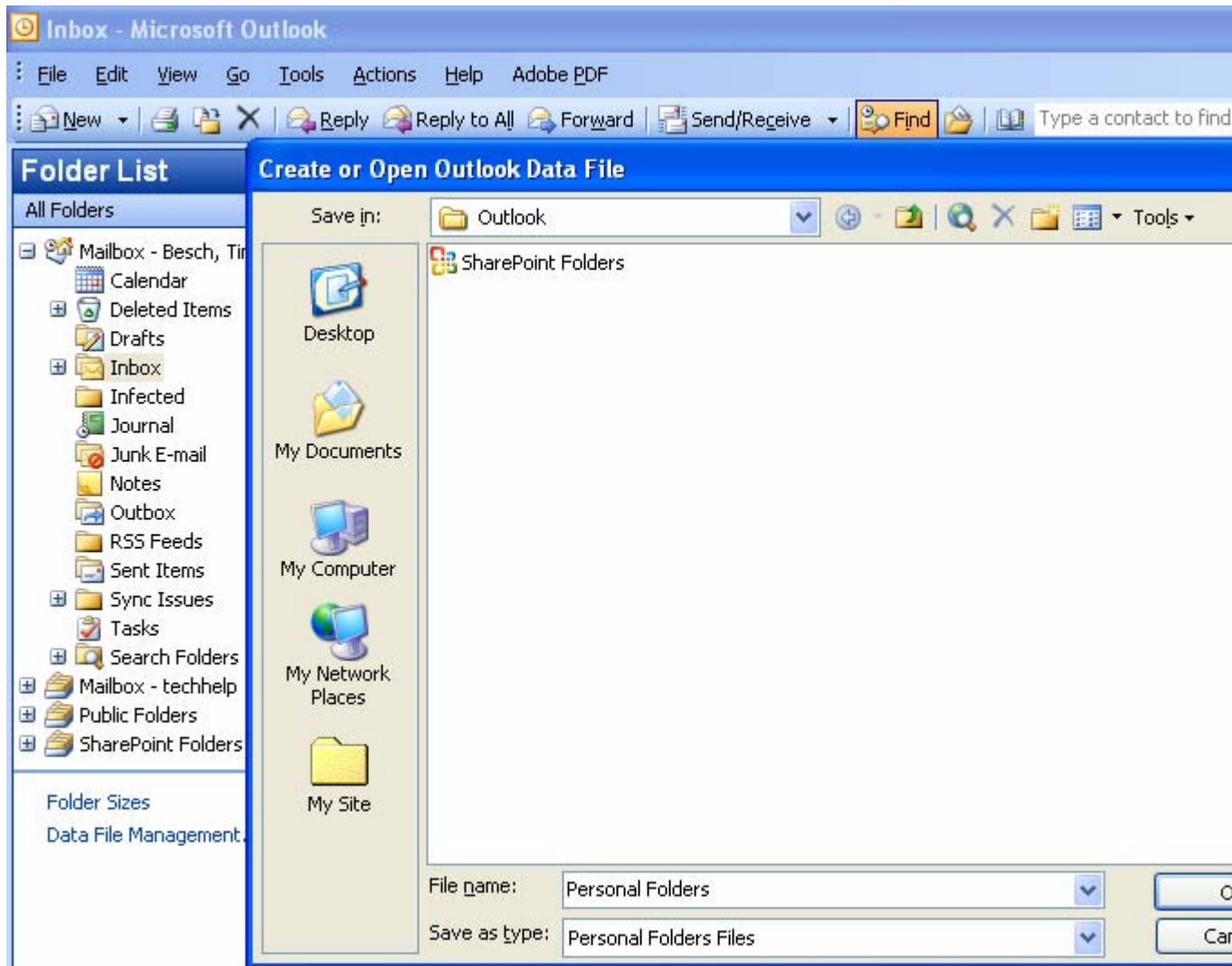
On the File Menu point to New and then click Outlook Data File



Next, Click OK (Make sure the first selection is highlighted)



Next, in the File Name drop down menu, name the file you want for your personal folders. The default name is Personal Folders



Next, click OK and you will see the Personal Folders show up in the Folder List on the left

