

# Software Application Training

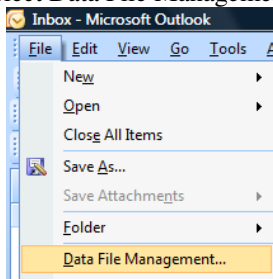
## GRAB IT

Quick Reference Solutions

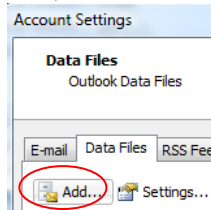


### How to Create a .PST File In Outlook 2007

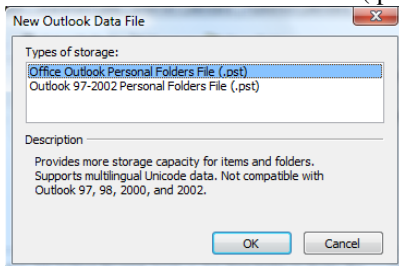
- 1 Click File and select Data File Management.



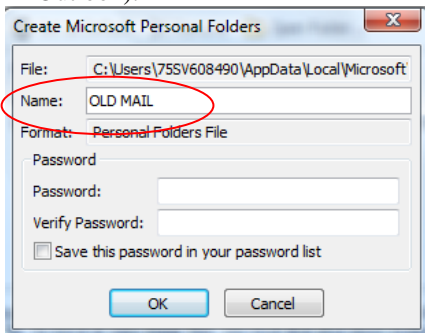
- 2 Under the Data Files tab, click Add.



- 3 Select Office Outlook Personal Folders File (.pst).



- 4 Click OK.
- 5 In the new window, browse to the Exchange Folder.
- 6 In the File name box, type the name of the file.
- 7 Click OK.
- 8 In the **Create Microsoft Personal Folders** dialog box, type the name of your folder (this is the folder that will be displayed in Outlook).



- 9 Click OK then click the Close button to finish.



For assistance, call x3397.