

NCI Technologies presents:

# Microsoft® Office Outlook® 2007 Training

**Manage your mailbox II: Understand  
your choices for storing**

# Course contents

- Overview: Storage motivations and methods
- Lesson: Store messages locally, on your own computer

The lesson includes a list of suggested tasks and a set of test questions.

# Overview: Storage motivations and methods



Suppose you want to reduce the size of your mailbox by storing e-mail messages on your own computer rather than on a server.

Or maybe you just want to move some messages related to an important project from one computer to another.

You can store messages in an Outlook personal folder using one of two methods, both of which this course introduces.

# Course goals

- Understand the benefits (and drawbacks) of storing messages on your own computer.
- Distinguish between two basic methods for personal storage: Archive and Personal Folders.

# Lesson

Store messages locally, on your  
own computer

# Store messages locally, on your own computer



Creating and using Personal Folders, or PSTs, is simple in Outlook.

Here are a few reasons why you may want to try using them.

Reasons to use Personal Folders include freeing up server space, improving your record keeping, and increasing portability.

# Think before you store



We just talked about the benefits, but you should also know that local storage isn't for everyone.

Here are some points to keep in mind.

- **PST means access from one computer at a time.** Messages filed in a PST are less accessible than when they're left on the e-mail server. If you go to another computer, you can't read them there.

# Think before you store



We just talked about the benefits, but you should also know that local storage isn't for everyone.

Here are some points to keep in mind.

- **Only one person at a time can open a PST file.** Even if you share your computer and share permission to access a PST file, each user must close the file before another user can open it.

# Think before you store

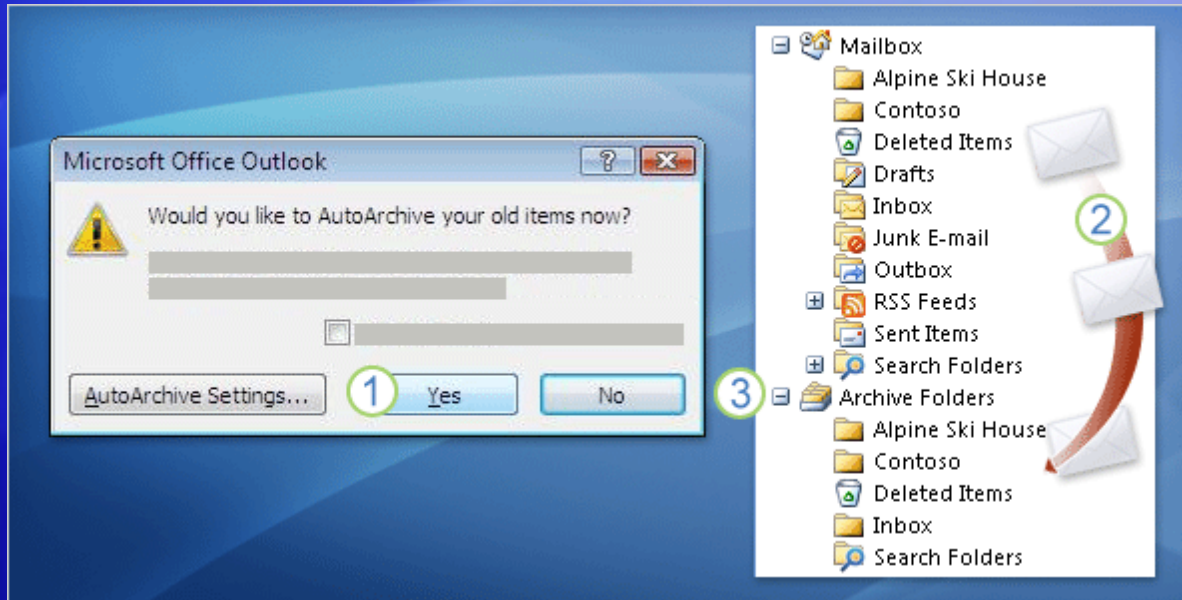


We just talked about the benefits, but you should also know that local storage isn't for everyone.

Here are some points to keep in mind.

- **Company policy may not allow local storage.** Some companies have rules about what you can or cannot keep. These company retention policies may not let you create PSTs (or may at least discourage you from creating them).

# With Archive, it's about time

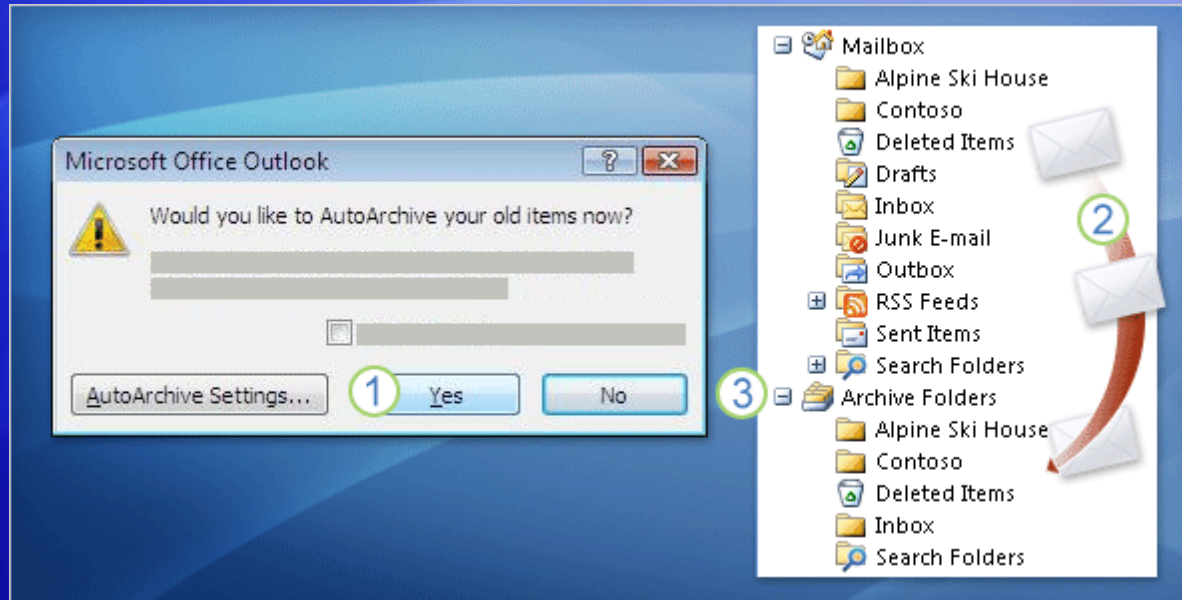


Now it's time to discuss storage methods, starting with Archive, also known as AutoArchive.

In a typical Outlook installation, AutoArchive is on by default.

So once you click **Yes** in the "Would you like to AutoArchive your old items now?" message, AutoArchive just does its thing.

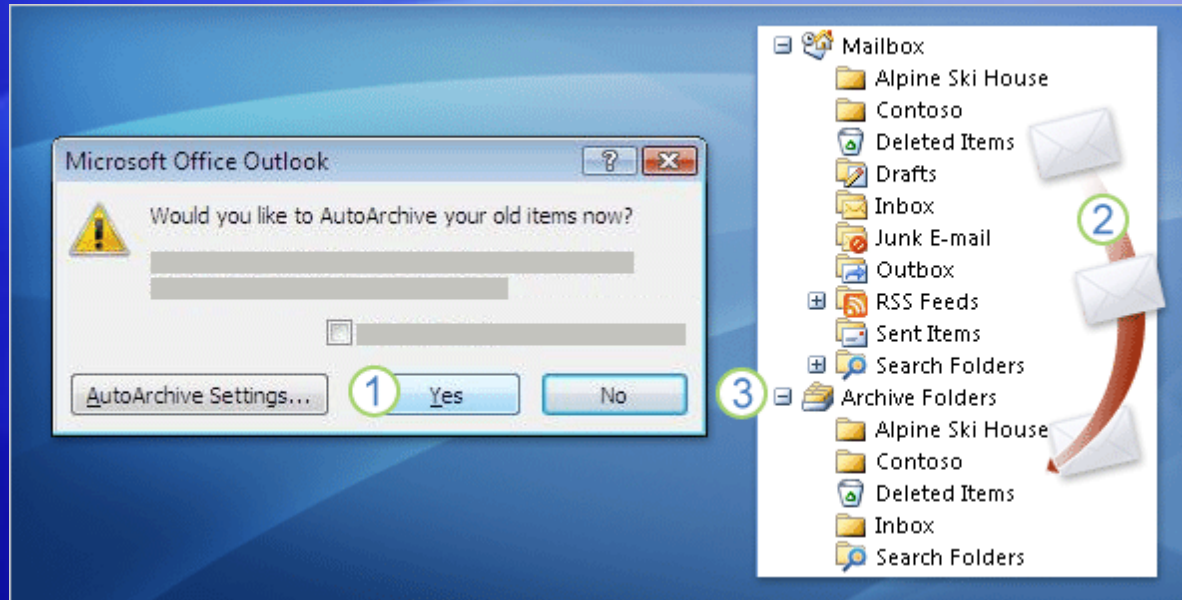
# With Archive, it's about time



The picture provides an overview of what happens.

- ① To start the process, click **Yes**.
- ② Messages are moved from your Mailbox...
- ③ ...to a folder named Archive Folders, which Outlook creates for you.

# With Archive, it's about time

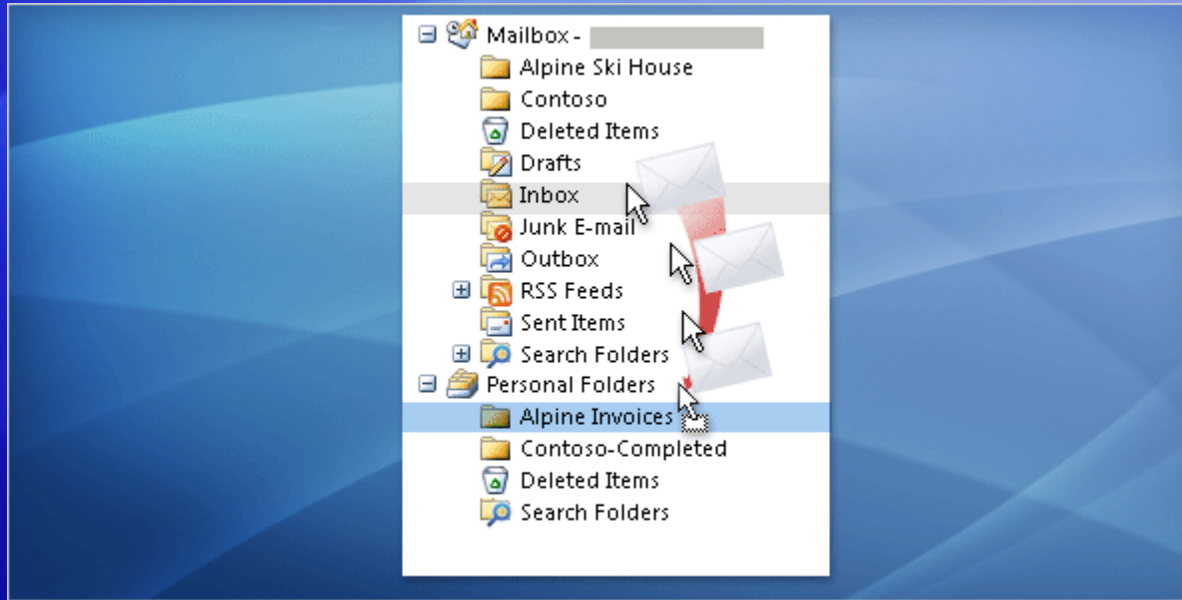


Any subfolders in your Mailbox are automatically mirrored in **Archive Folders**. Messages are moved to those subfolders according to where you filed them in your Mailbox.

That is, Archive takes your existing organization and mimics it in the Archive Folders folder.

In the picture, the folders Alpine Ski House and Contoso appear in Archive Folders just as they are in the Mailbox.

# Personal Folders give you maximum control



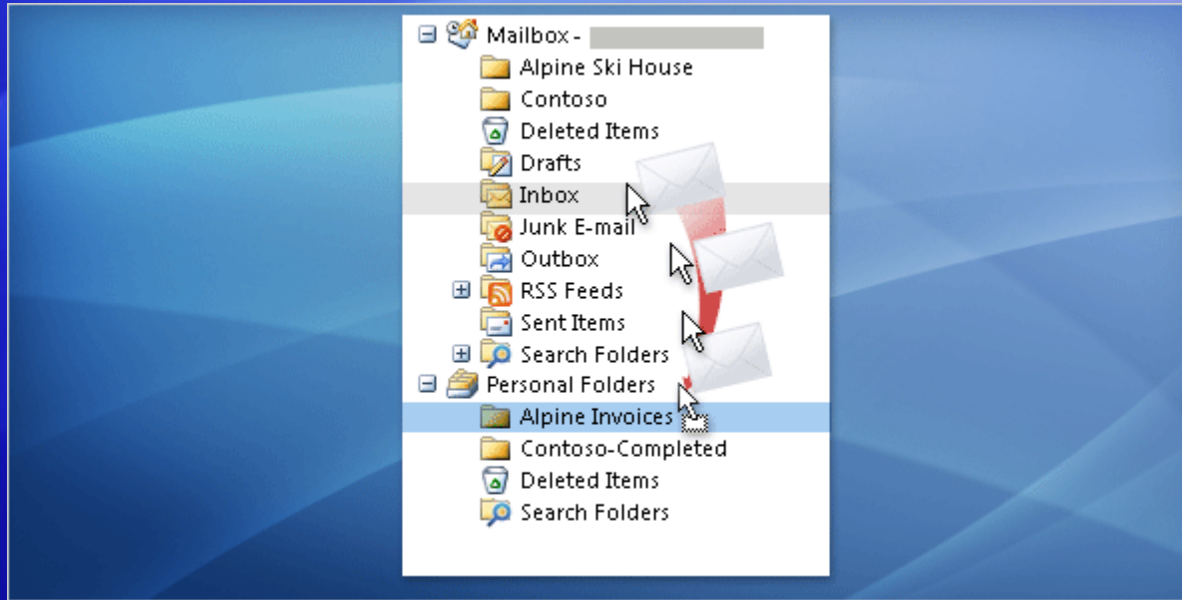
In contrast to Archive, you do a bit more work when you use the Personal Folders method.

You'll be the one to create the folders and put messages there.

You move messages by dragging them, by using menu commands, or by creating your own rules.

The advantage? Because you do the moving, you can organize your messages however you like.

# Personal Folders give you maximum control

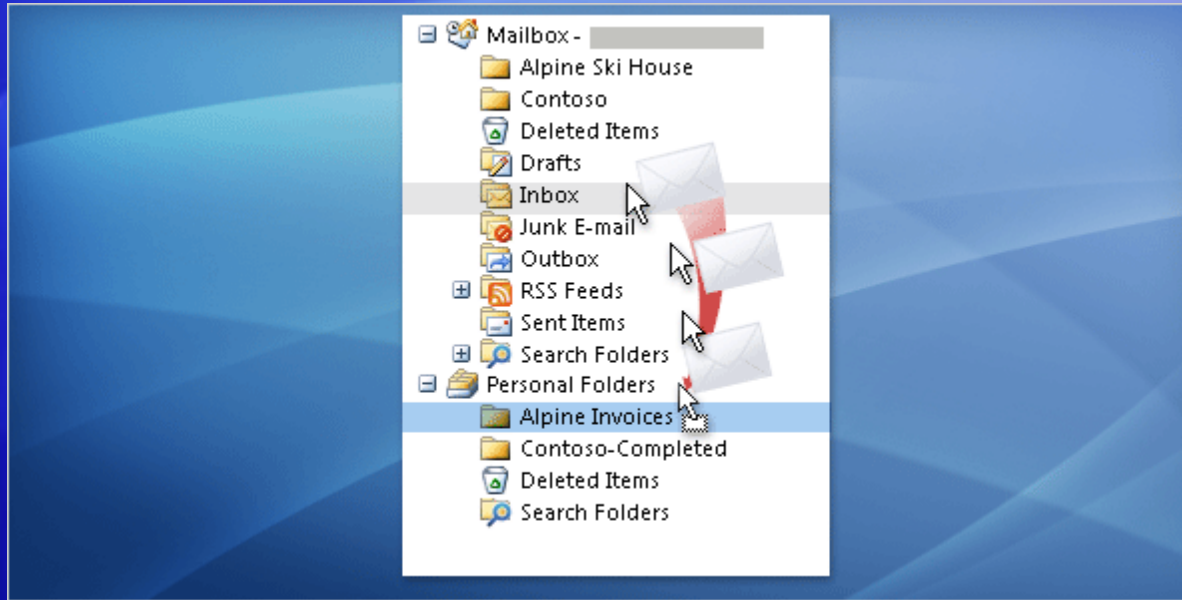


Does this sound like you? If so, you'll really enjoy the control that Personal Folders give you.

- You like your Inbox empty.
- You like to file mail as soon as you finish reading it.
- You like to group messages by project, topic, or other major category.

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# Personal Folders give you maximum control

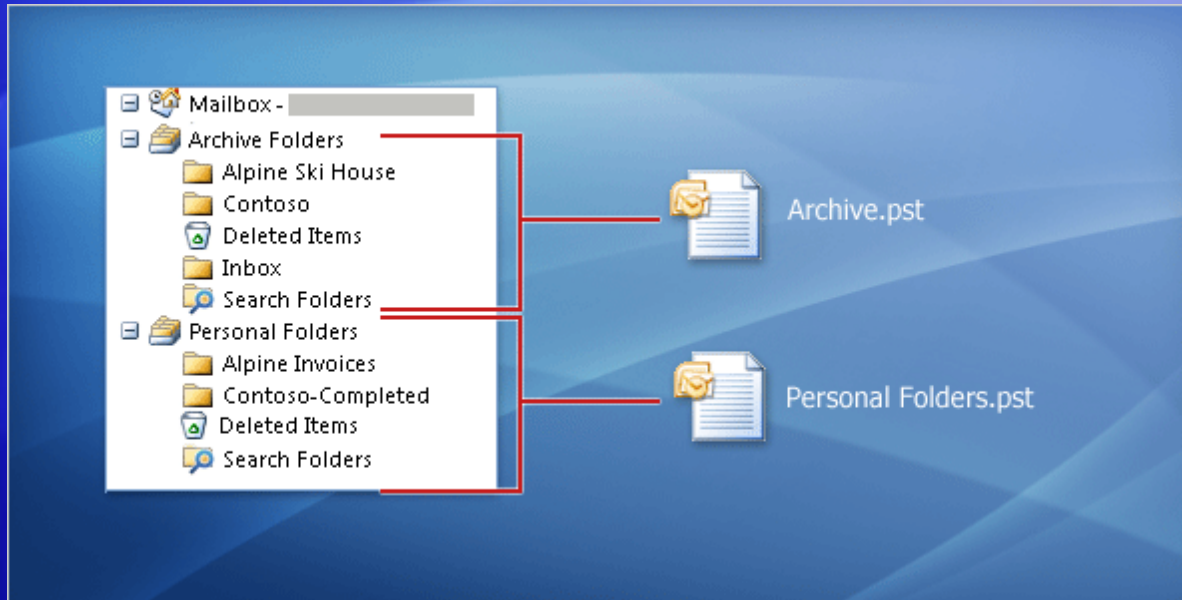


Does this sound like you? If so, you'll really enjoy the control that Personal Folders give you.

- You enjoy devising filing systems, and you think to update those filing systems, for example, when old projects are completed and new ones start.
- You create rules to move messages to specified locations.

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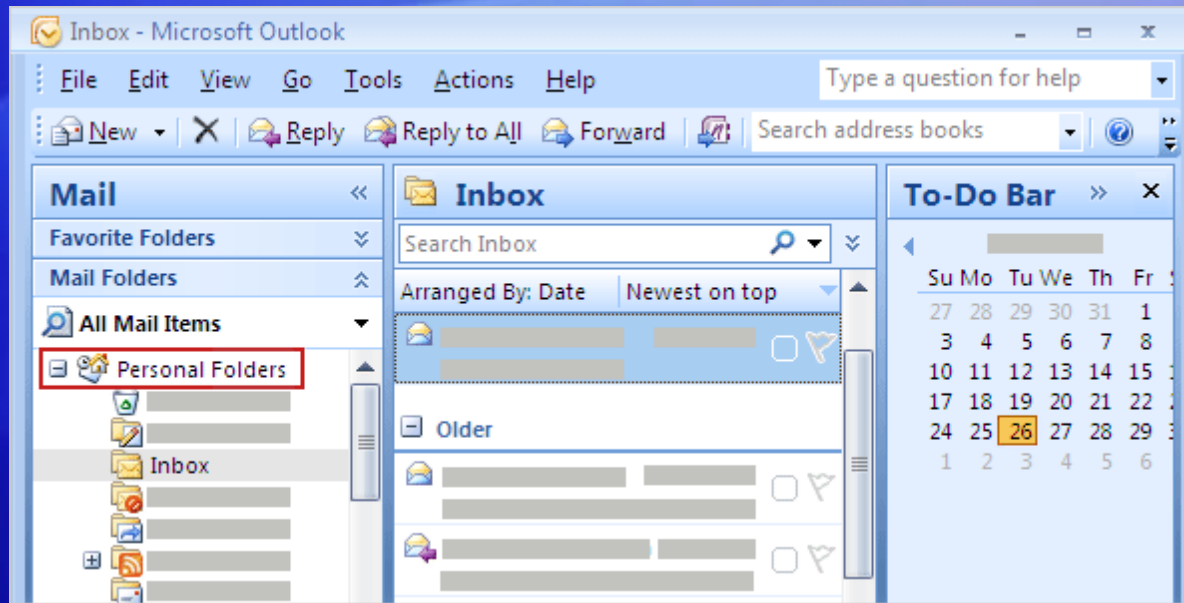
# They both use PST files



As you've learned, for both Archive and Personal Folders, messages are moved (not copied) to an Outlook folder.

Another similarity between the methods is that the folders, the subfolders, and the messages they contain are stored in a file on your computer called an Outlook data file.

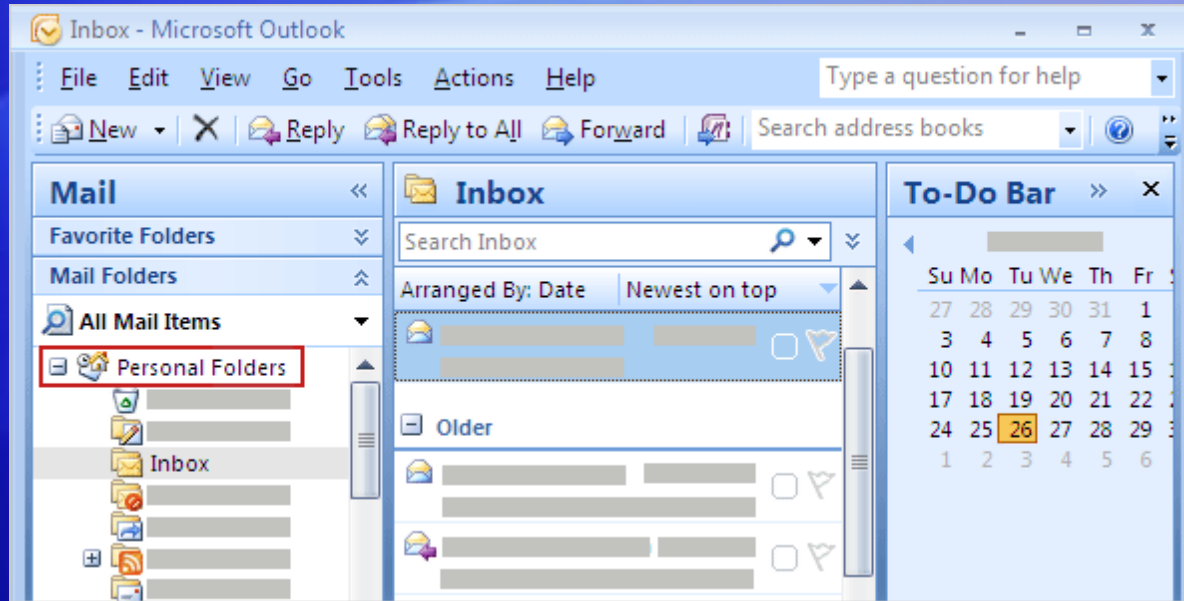
# One more type of Personal Folder



Some account types deliver e-mail directly to a Personal Folder, as shown here.

If your e-mail is delivered directly to your own computer, the name you see in the Navigation Pane next to the Mailbox icon will be **Personal Folders**.

# One more type of Personal Folder



What does this mean?  
Usually that your e-mail is delivered directly to a PST file on your own computer, named Outlook.pst by default.

Even if your mail is delivered to this type of Personal Folder, you still may want to make use of Archive or the kind of Personal Folder that you create yourself. Space is limited, folders fill up, and a little more organization may help you find what you need faster.

# Suggestions for practice

1. Explore your Navigation Pane.
2. Take a closer look at Outlook Data Files.

# Test question 1

Which storage method allows you to group messages in folders that are different from the folders in your mailbox (that is, by project, topic, or other major category that you choose)? (Pick one answer.)

1. Archive.
2. Personal Folders.
3. Both of the above.

# Test question 1: Answer

Personal Folders.

# Test question 2

AutoArchive moves messages based on which of the following? (Pick one answer.)

1. Age.
2. Size.
3. Who sent them.

# Test question 2: Answer

Age.

Only items that are older than a specified age are archived.

# Test question 3

Archive Folders and Personal Folders both store messages in PST files. (Pick one answer.)

1. True.
2. False.

# Test question 3: Answer

True.

The difference is that with Archive Folders, Outlook creates the PST for you. With Personal Folders, it's up to you to create the file.