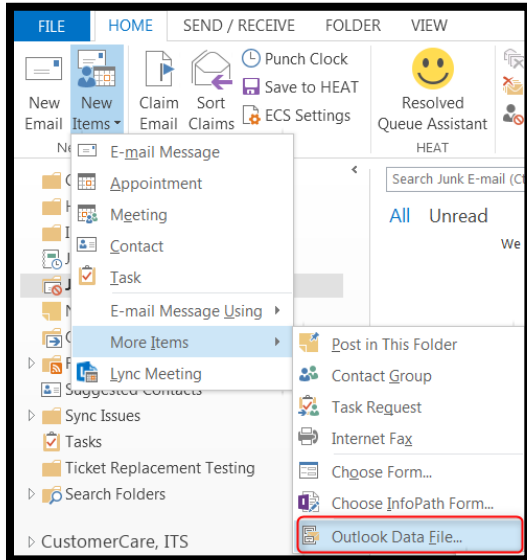
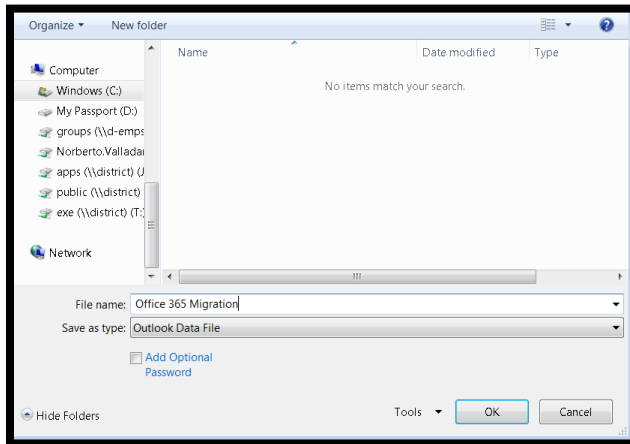


How to Create an Outlook Data File (.pst)?

1. On the Home tab, in the New group, click New Items, point to More Items, and then click Outlook Data File.



2. In the Create or Open Outlook Data File dialog box, in the File name box, type the name as you want it to appear in the Outlook Navigation Pane, and then click OK.



3. You can now add your files to the Outlook Data file you created or you can create folders and then move files into specific folders.

