

Organizing Your Outlook Email

Is your email box getting out of control? Are you getting the dreaded **Mailbox is full** message? Creating a personal folder is an easy task and it will help to keep your email organized in Outlook. A personal folder can be created on your G: drive allowing you to access your email from anywhere on campus. Another benefit of using the G: drive is that it is regularly backed up by Technology Services, so if your office computer fails you can still get at your emails from another computer.

Follow the steps below to create a personal folder:

- Open Outlook 2003 or 2007
- Click on **File | New | Outlook Data File**.
- Select **Office Outlook Personal Folders File (.pst)**
- Click **OK**.
- In the **save in** dialogue box click on the **down-arrow** and then select "**username on 'goldeye' (G)**"
- Click **OK**

Your personal folder will now appear in your Outlook Folder List towards the bottom. You can use this folder to store the emails that you need to keep without counting against your 210MB limit. You can also create multiple folders within your personal folder to keep it organized. If you have emails you will need to access from off campus be sure to keep them in your inbox or in a folder within your inbox, as the G: drive isn't easily accessible from off campus.