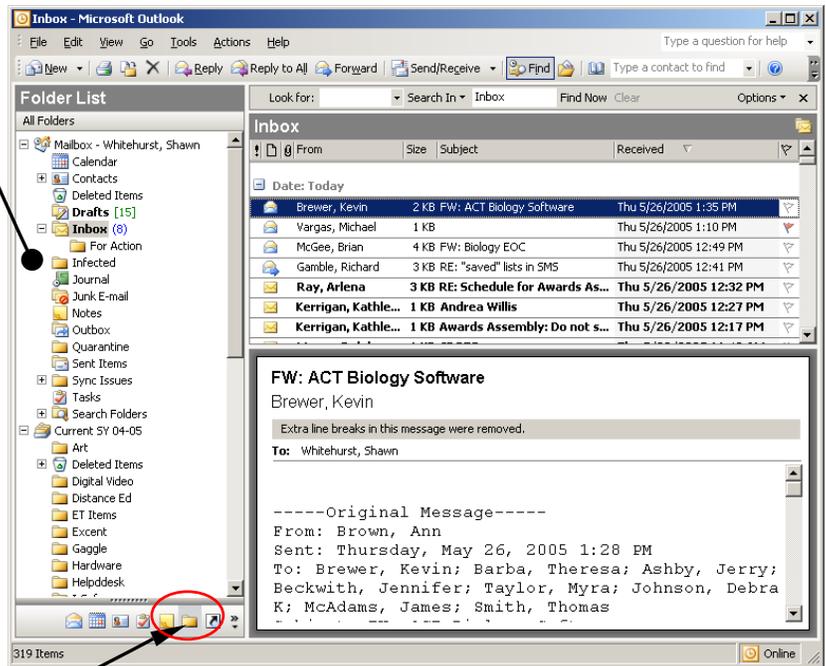


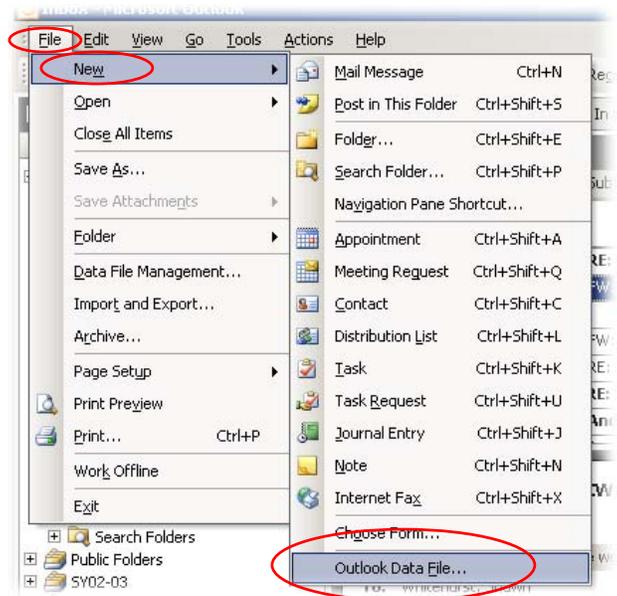
MS Outlook2003: Setting Up Your New Personal Folders

This process can also be used to re-establish a connection to a Personal Folder that has been lost or moved. The only change would be to select *File, Open Outlook Data File* in step #3.

1. Make sure you can see your 'Folder List'
2. Click on the *Folder List* icon in the lower left.



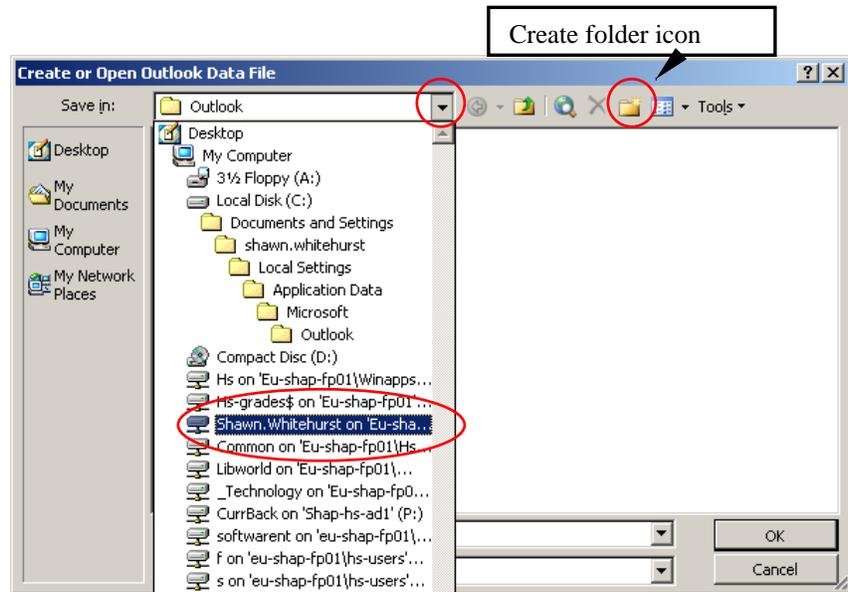
3. Click on the *File* menu item, select *New, Outlook data File...*



4. Select the top choice *Office Outlook Personal Folders File (.pst)* and click *OK*



5. Use the drop-down menu to select your H:\drive.
6. Double-click on the folder called *Outlook*. If you don't have a folder called *Outlook*, I strongly recommend you create one.



7. Verify that you are saving it in **H:\Outlook**
8. Name it with the year like "SY04-05" and click *OK*

