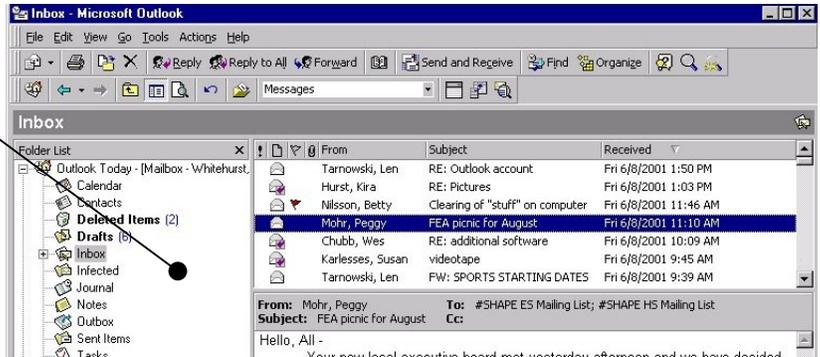
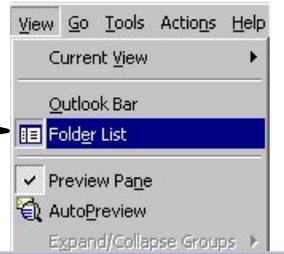


# MS Outlook: Saving Messages in Your Personal Folders

- Make sure you can see your 'Folder List'



- If you *cannot* see your *Folder List*, click on the *View* menu item and select 'Folder List.'
- If you *can* see your folder list, but you cannot see 'Personal Folders' on the left (like in the picture below) contact your ET to learn how to set it up.



- Click and hold on a message on the right and drag and drop it to 'Personal Folders.' The message is now saved inside a special file in your H:\drive.

