

# Procedure to create Personal Folders for Outlook

This will create outlook files on the user's computer hard drive. Mail items received will reside on the email server until user checks mail. Then they will be transferred to the user's computer. This will result in diversity of storage locations and less catastrophic loss in case of computer failure.

## 1. Create Personal Folders

Open Outlook

Tools

Services

Add

Personal Folders

OK

Filename:

Open

(do not enter any passwords)

OK

OK

## 2. Change delivery to your personal folders

Open Outlook

Tools

Services

Delivery [tab]

Deliver new mail to the following location:

OK

## 3. Test the delivery

Send an email to yourself

Find and read this email

Personal Folders/inbox

OK

## Advantages:

- more distributed database among each user's PC. The chance of loss is distributed thus catastrophic loss is reduced to a single mailbox
- More efficient email server due to less material being stored here

## Disadvantages:

- Local Personal Folders are available only on the computer where file is stored (i.e. you can only read email on one PC)
- Outlook web access can only view new msg on server, not historical info on local harddrives.