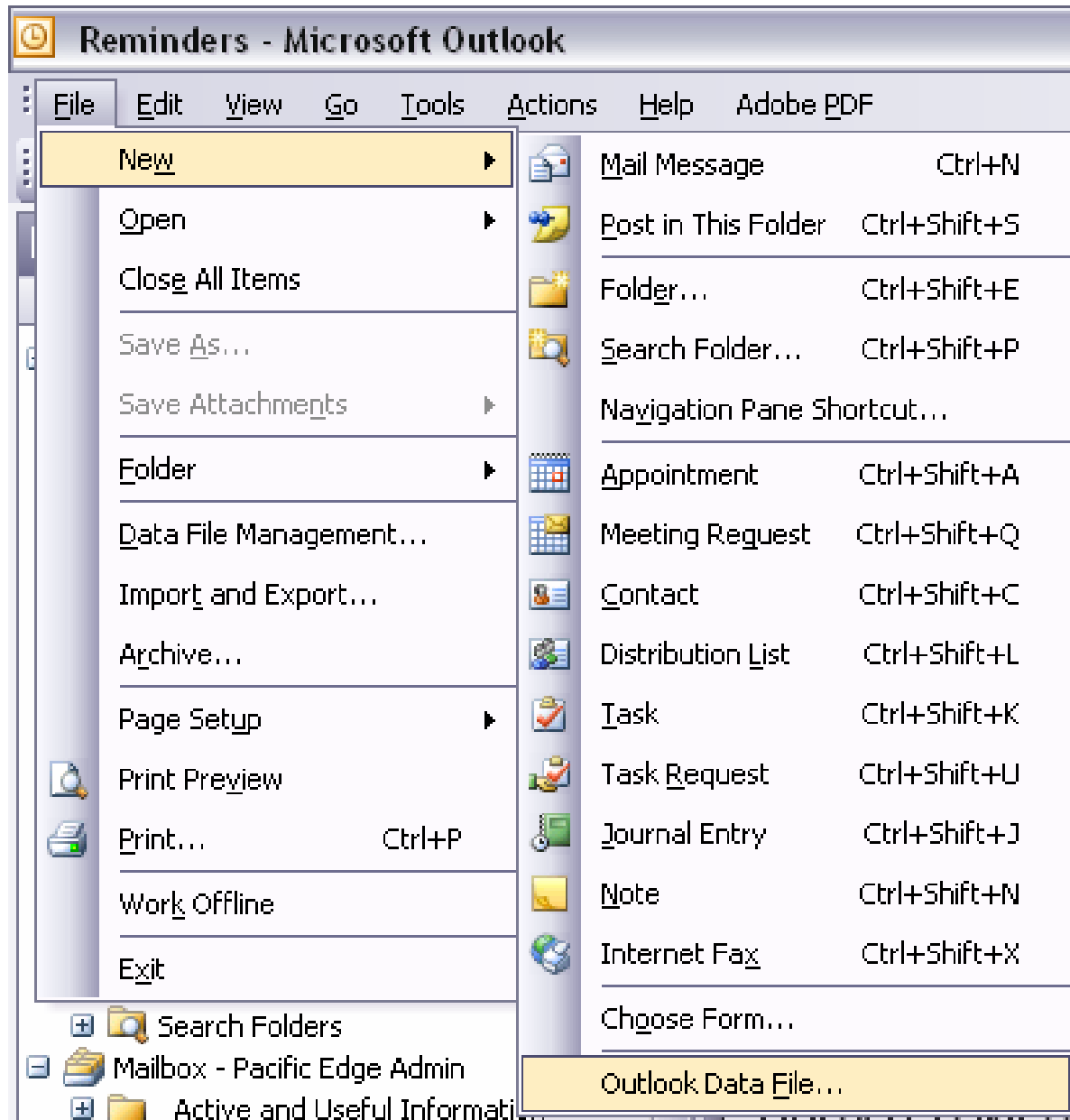


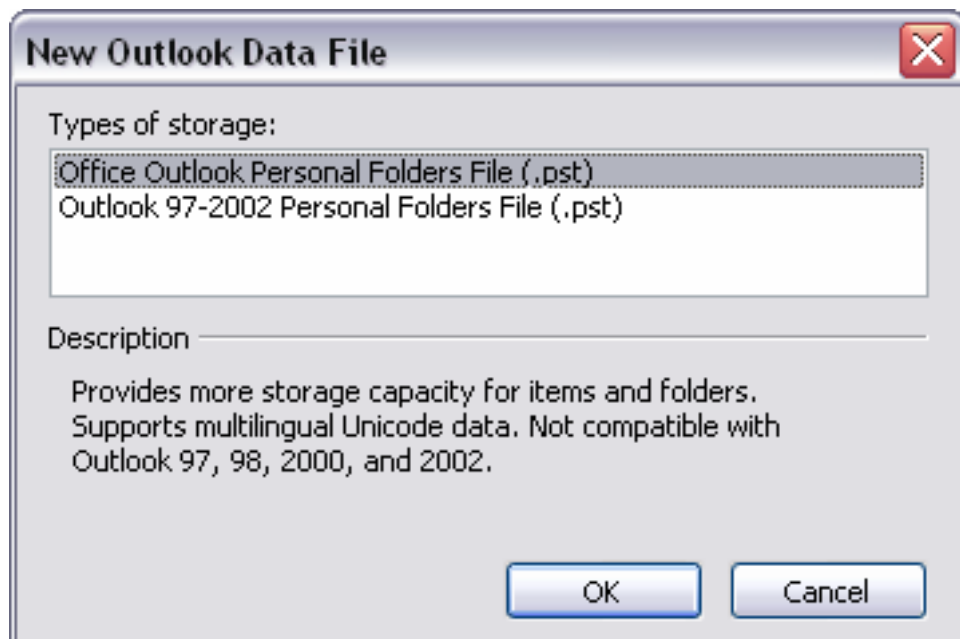
# OUTLOOK 2003 - CREATE A NEW .PST (MAIL) FILE

## Creating A New .PST File

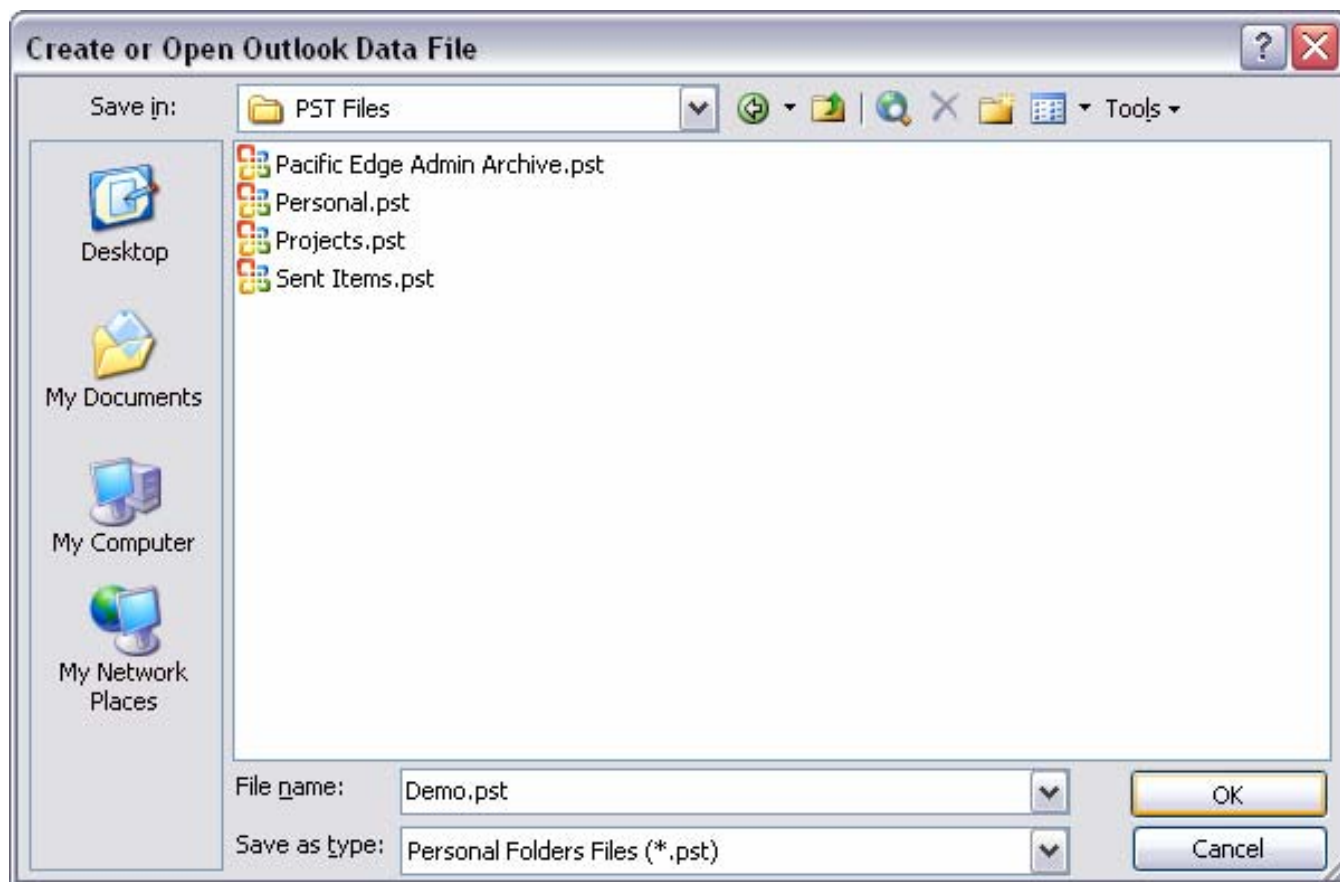
Go to **File > New > Outlook Data File...**



Accept the default and click **OK**.



Choose a location and file name for the new .PST file. If you choose a location on the network, you will have to be connected to the Starbucks network to access the file. This name does **not** show in Outlook.

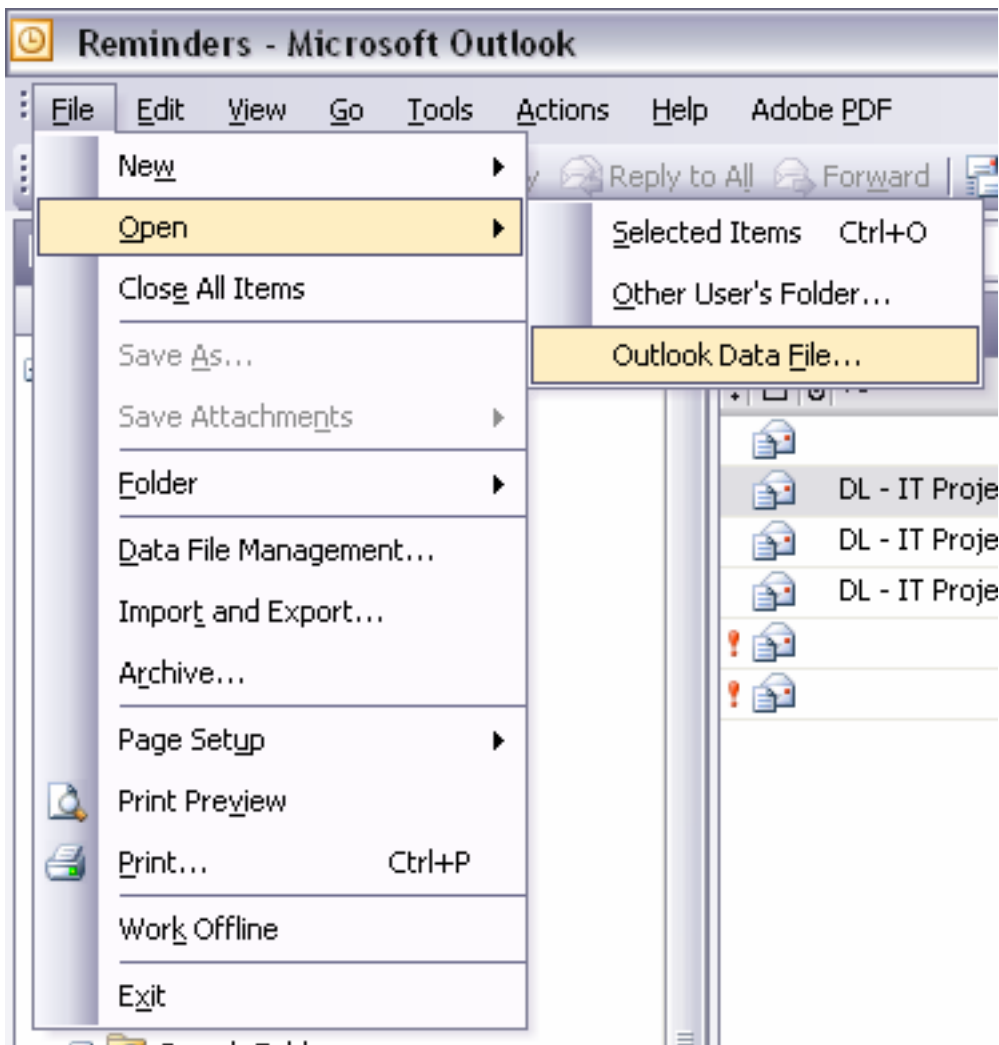


Give your .PST file the name you want displayed in Outlook. Click **OK** when finished.

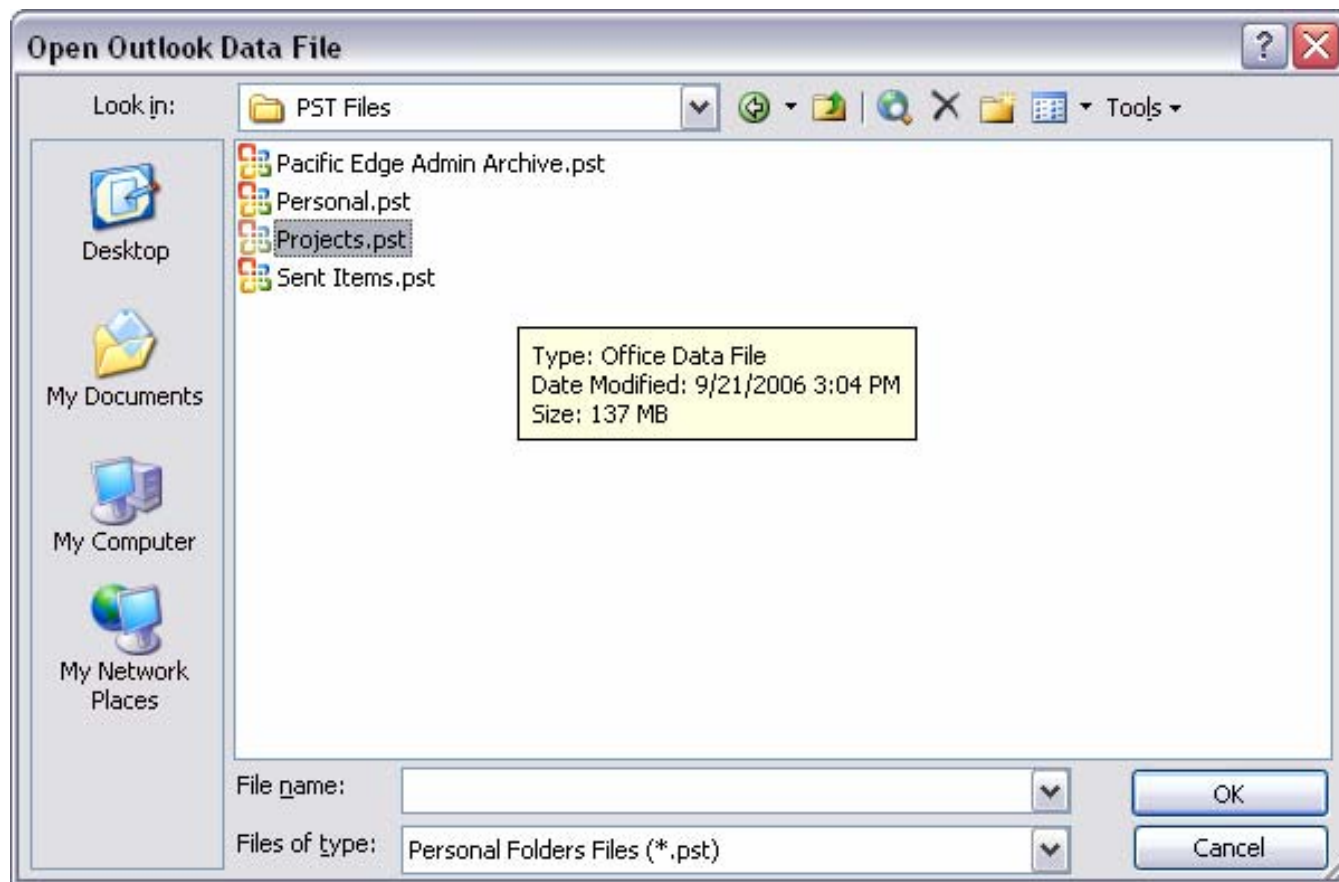


## Loading Your New .PST File

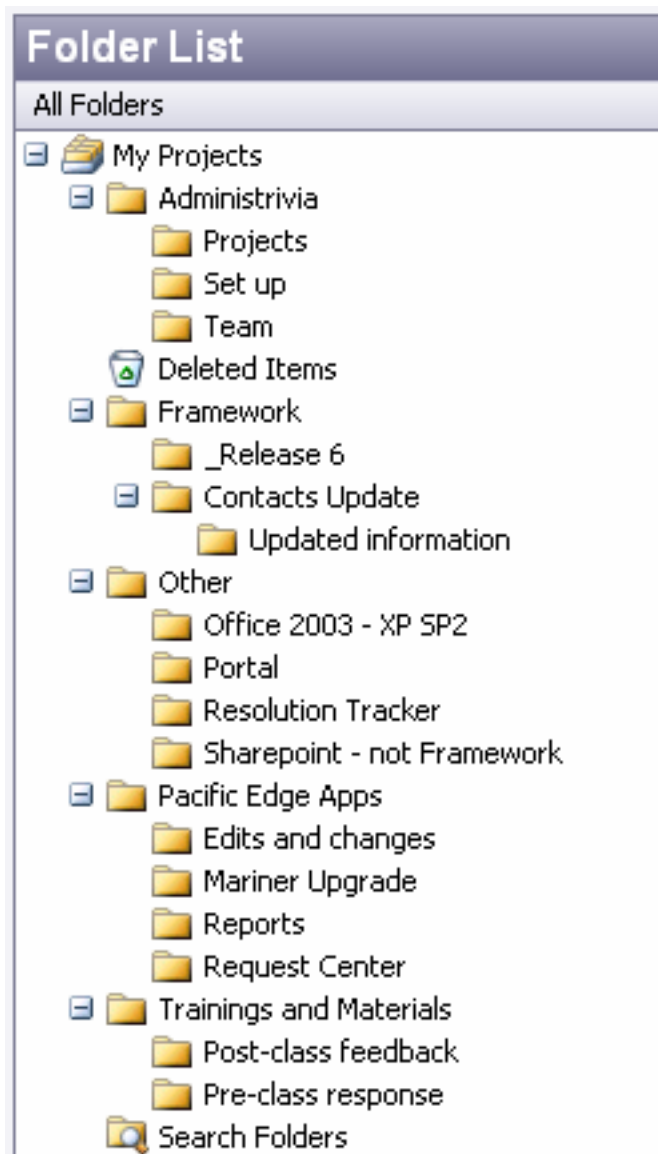
Go to **File > Open > Outlook Data File...**



Locate and select the .PST file you want to load into Outlook. Click **OK**.

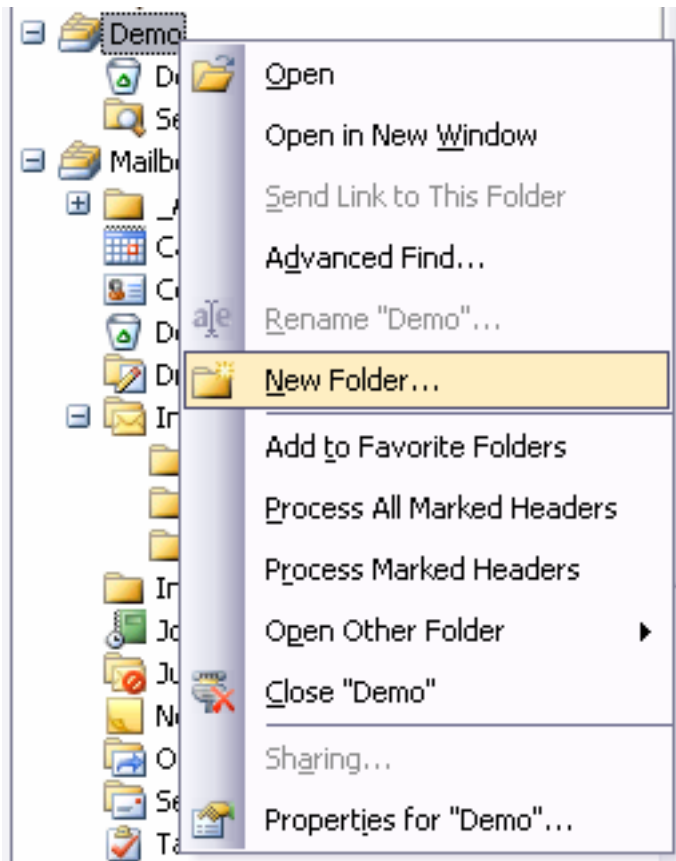


The .PST file will appear and you will see the name you entered in the Create Microsoft Personal Folders dialog box. New .PST files will **not** have folders, those must be created.



## Creating New Folders

Right click anywhere in the Navigation Pane (list of files and folders) and choose **New Folder...** from the drop down menu.



Name your new folder, pick the type of folder from the drop down menu, and select the location for the new folder. Click **OK** when finished.

