**Setting Up Personal Folders in Outlook Email:**

**For the First Time:**

1. In Outlook, click on **File**, then **Account Settings** and then choose **Account Settings** from the choices given. You will get this box.



1. Click on the **Data Files Tab** and choose **Add**
2. **Navigate to your H Drive** (choose the folder you want it saved in) and name the file something like “Saved Email”
3. **Click on OK**
4. You will then see the tab in Outlook and will be able to create as many folders to store old email as needed.



**To Create Folders under the Saved Email Section:**

1. In Outlook, **Right Click on the words “Personal Folders” or “Saved Email”** – whatever you named it.
2. **Choose New Folder, name it**. (eg. Parent emails, technology, curriculum, webinars, crew mail, sent emails, etc.)

Then just drag emails into the folders as needed to clean out your inbox. This way your email space never gets full.

**Getting your old Personal Folders Back Into Outlook**

If you had personal email folders in Outlook and want to get them back into Outlook use the steps below.

1. In Outlook, click on **File**, then **Open**. Choose **Open Outlook Data File.**



1. Browse to **your H drive**, find the **“PAB” folder.**
2. Then **select the Outlook Data File** you have in there. Choose the

most current if there are more than one. OR you can choose them all.



1. The data files will now appear in your Outlook email.