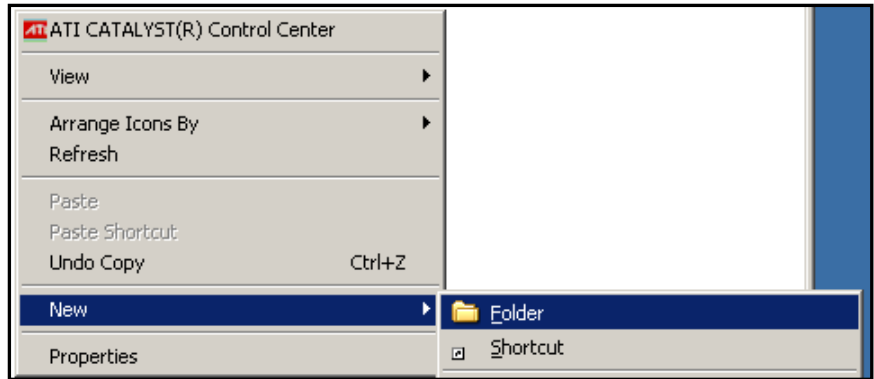
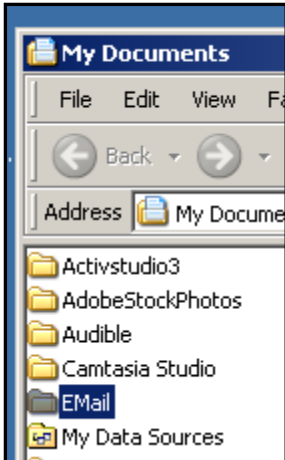


Creating Personal Folders

1. Double click and open the **My Documents** Folder on your desktop.
2. Right Click in a blank space in that window.
3. Click New---Click Folder
4. Rename the folder Email

You should now have a Folder in the My Documents folder called Email.



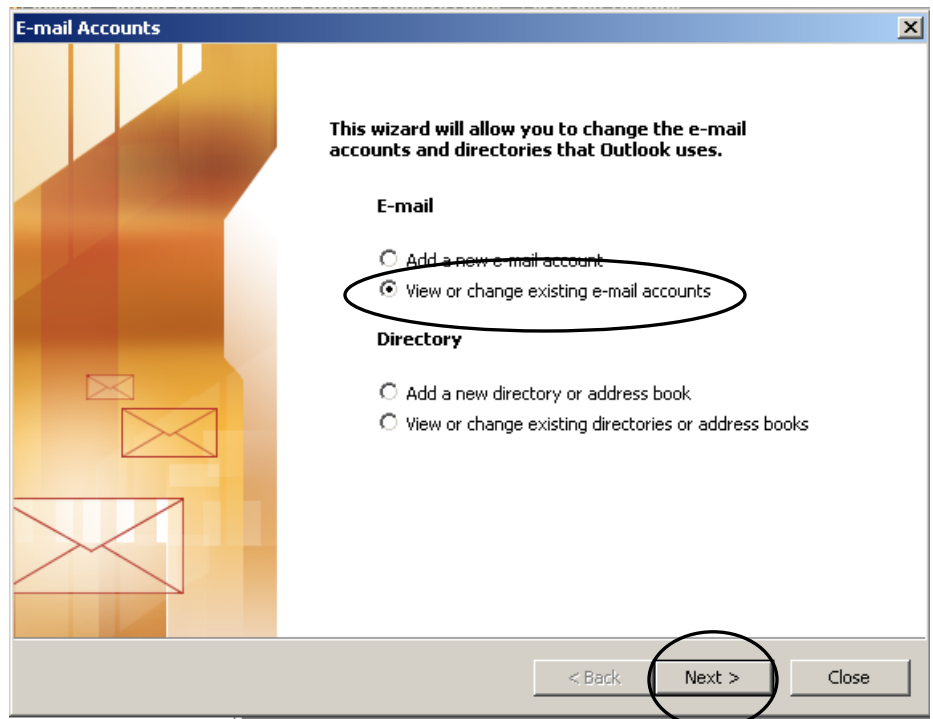
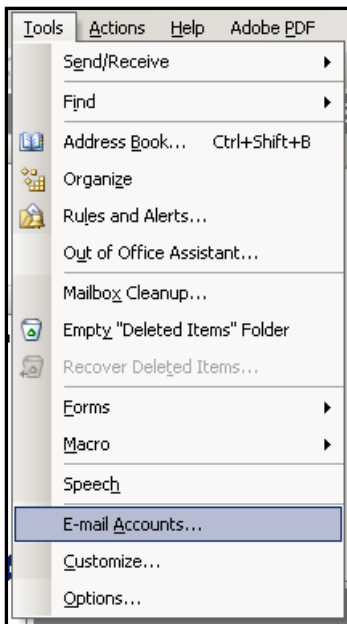
DO NOT CREATE A PERSONAL FOLDER ON ANY OTHER COMPUTER!!!!!!
You only need to do this on the computer you use on a daily basis. Personal Folders reside on **YOUR** hard drive and you cannot access them from another computer.

This Folder **GETS HUGE** and if you save it on the san server you will use all your allotted space for E-Mail.

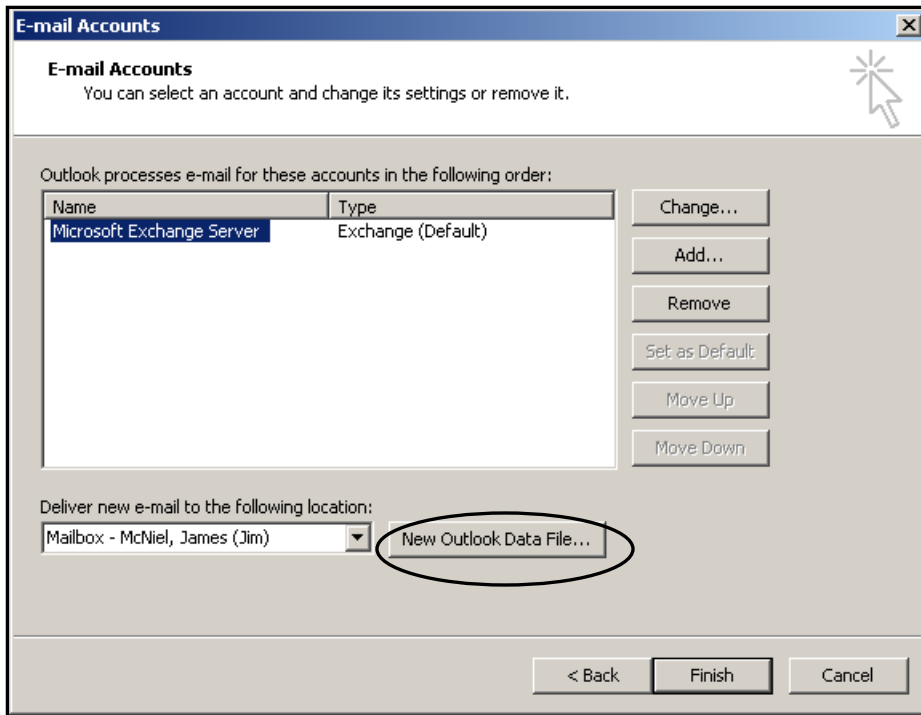
You are responsible for this folder---I would back it up to a Flash drive. If your computer **EVER** crashes it's gone.

Once you have created your Email folder within your My Documents folder you are ready for the next steps.

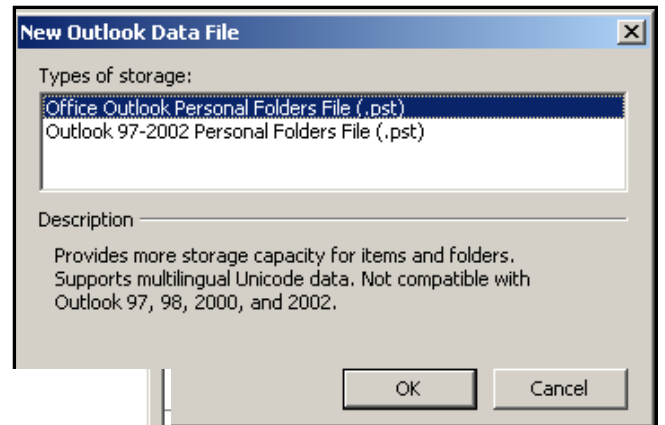
1. Open your E-mail and go to Tools E-mail Accounts
2. Be sure the View or change existing e-mail accounts button is checked then Click Next



3. Click the New Outlook Data File button.



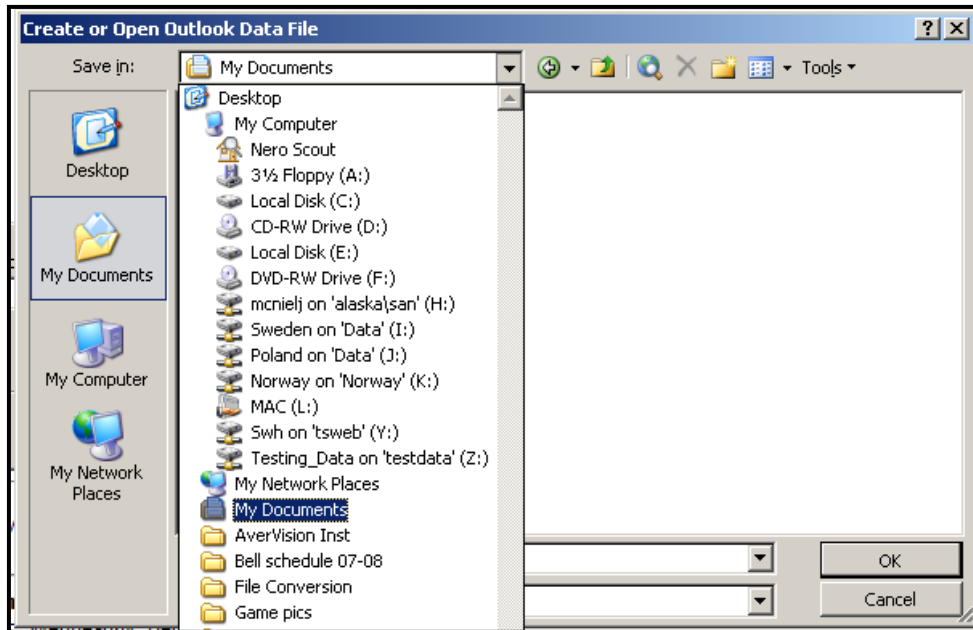
3. be sure that the top choice is highlighted and click ok



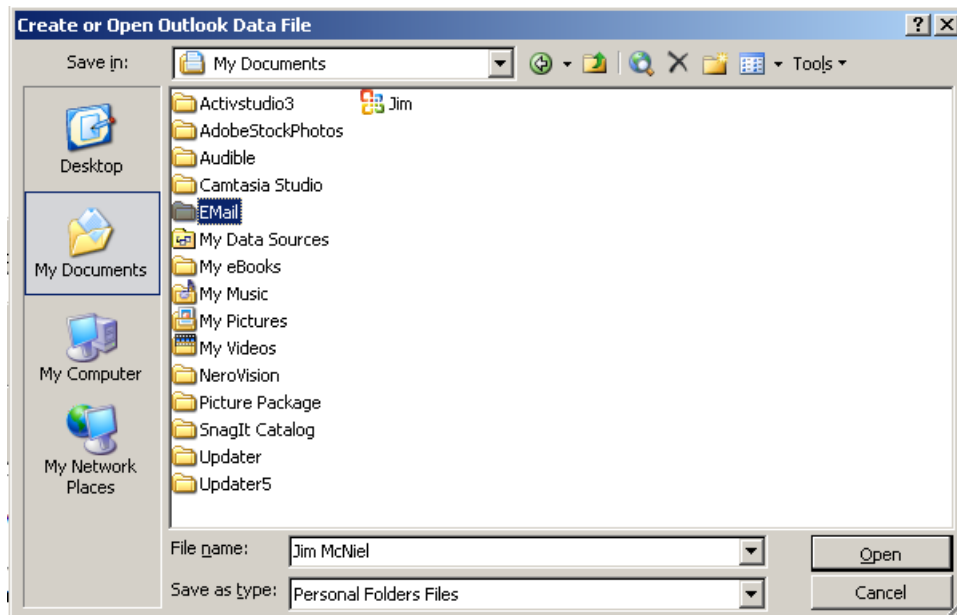
4. Name your File after yourself



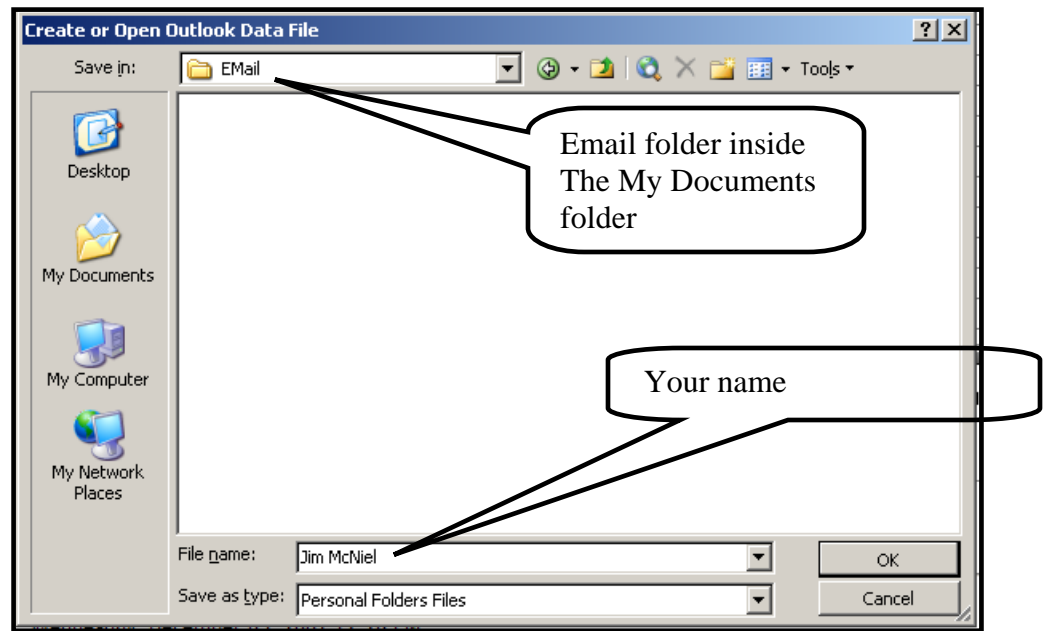
5. Then navigate to the My Documents Folder



6. Double click the Email folder

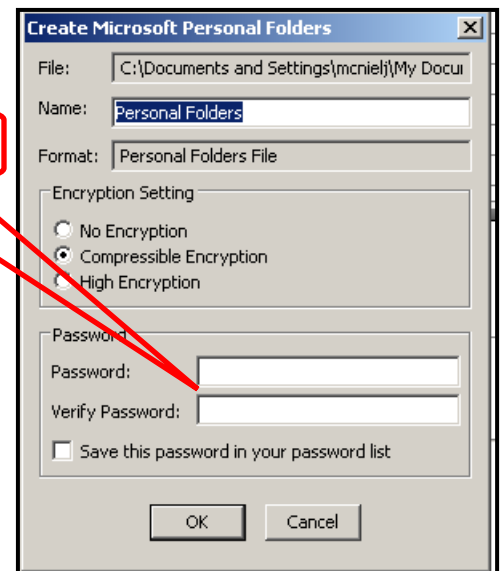


7. Then Click OK

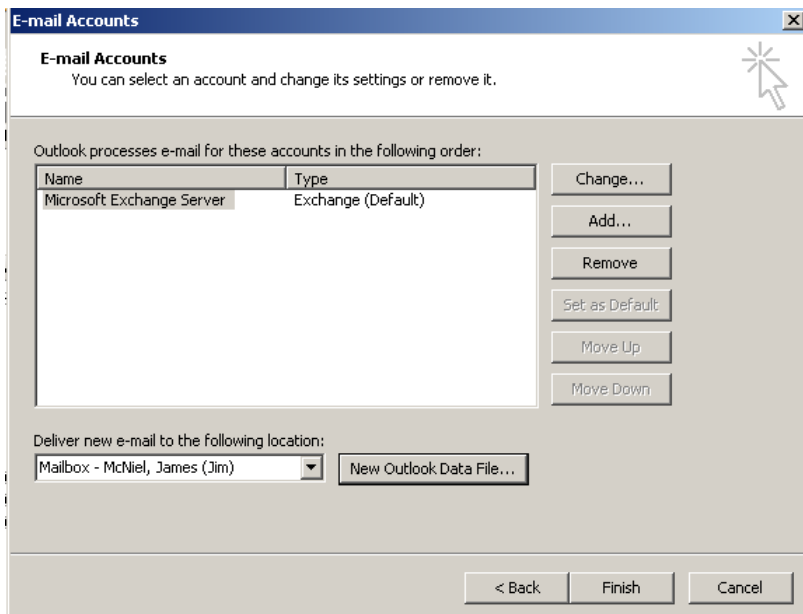


8. **DO NOT CONFIGURE A PASSWORD FOR A PERSONAL FOLDER!!!! IF YOU DO AND FORGET THE PASSWORD WE HAVE NO WAY TO HELP YOU AND YOU WILL NEVER BE ABLE TO ACCESS THE FOLDERS.**

NO! NO! NO!



9. Click OK and Finish and you've created the personal folders.



10. The file will look like this in the My Documents\Email folder

