

To backup the occasional email (remove from Prep mailbox)

If you want to free up space on your Prep mailbox but want to save the hold on to the occasional email for later retrieval, you can store it on your computer for safe keeping by simply drag the email message from your inbox to your desktop or any folder for safe keeping. You will know you successfully copied the email to your computer because you will see an envelope icon, with the name of the email subject line. See *figure 1* for an example.

Once you've backed up your file to your desktop, you can delete it from Microsoft Outlook

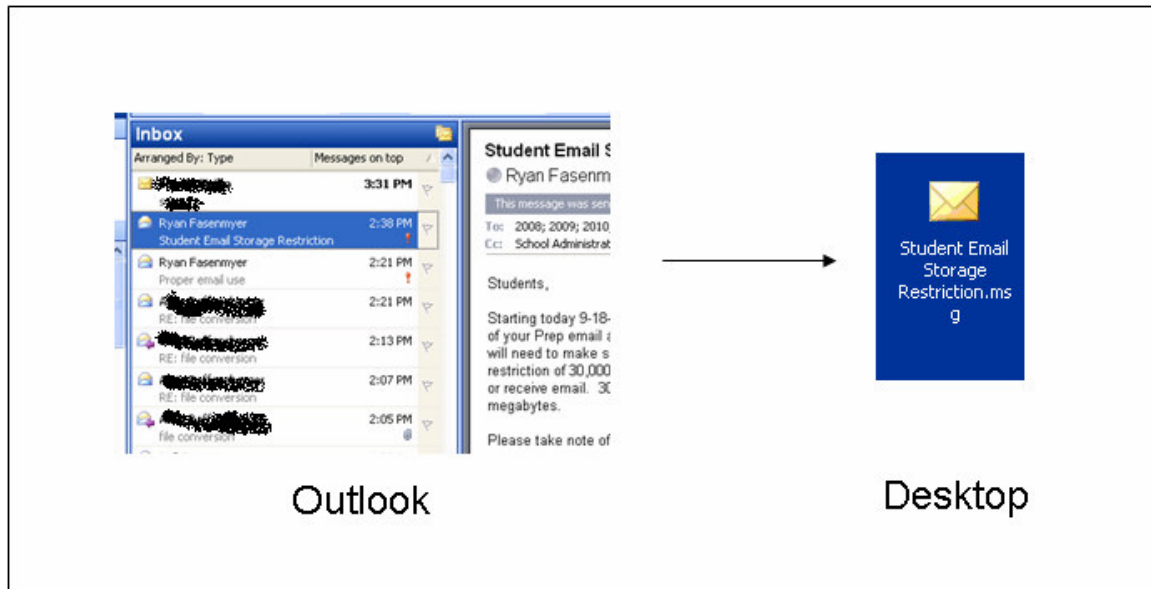
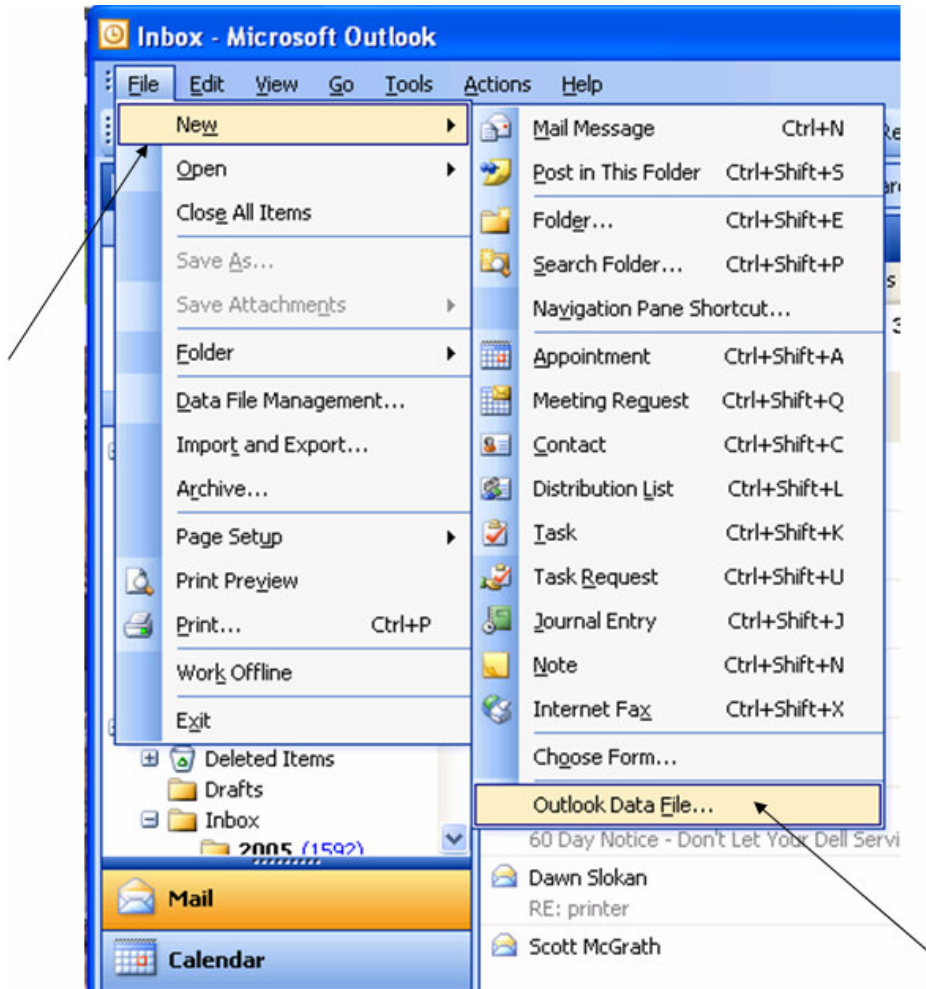


Figure 1

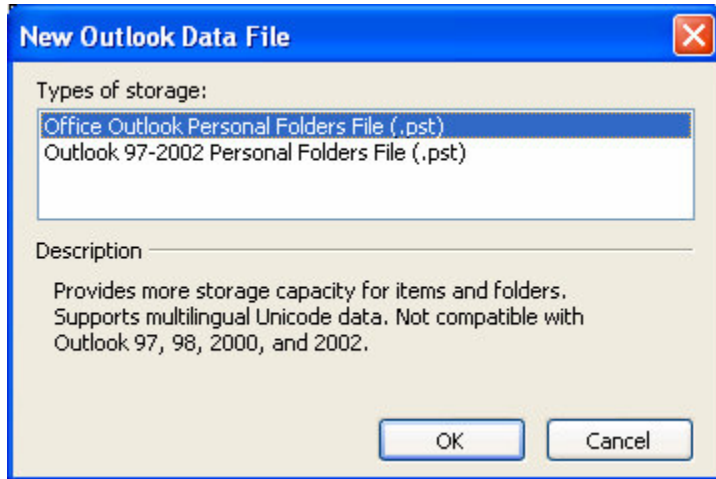
To backup a lot of email

To back up a lot of email you need to create a personal folder or use your auto archive folder. To create a personal folder do the following:

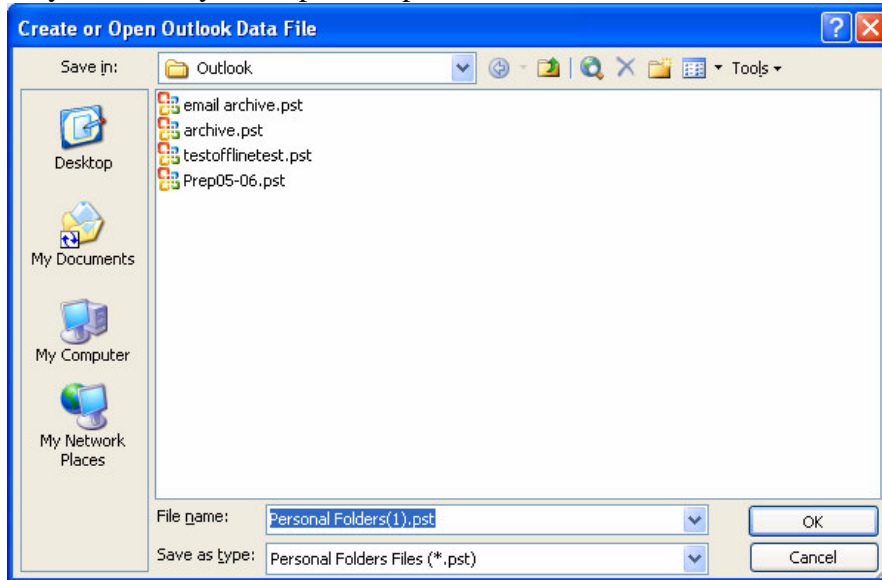
1. From Microsoft Outlook choose File -> New -> Outlook Data File.



2. Choose the default option 'Office Outlook Personal Folders File (.pst)' and click the ok button.



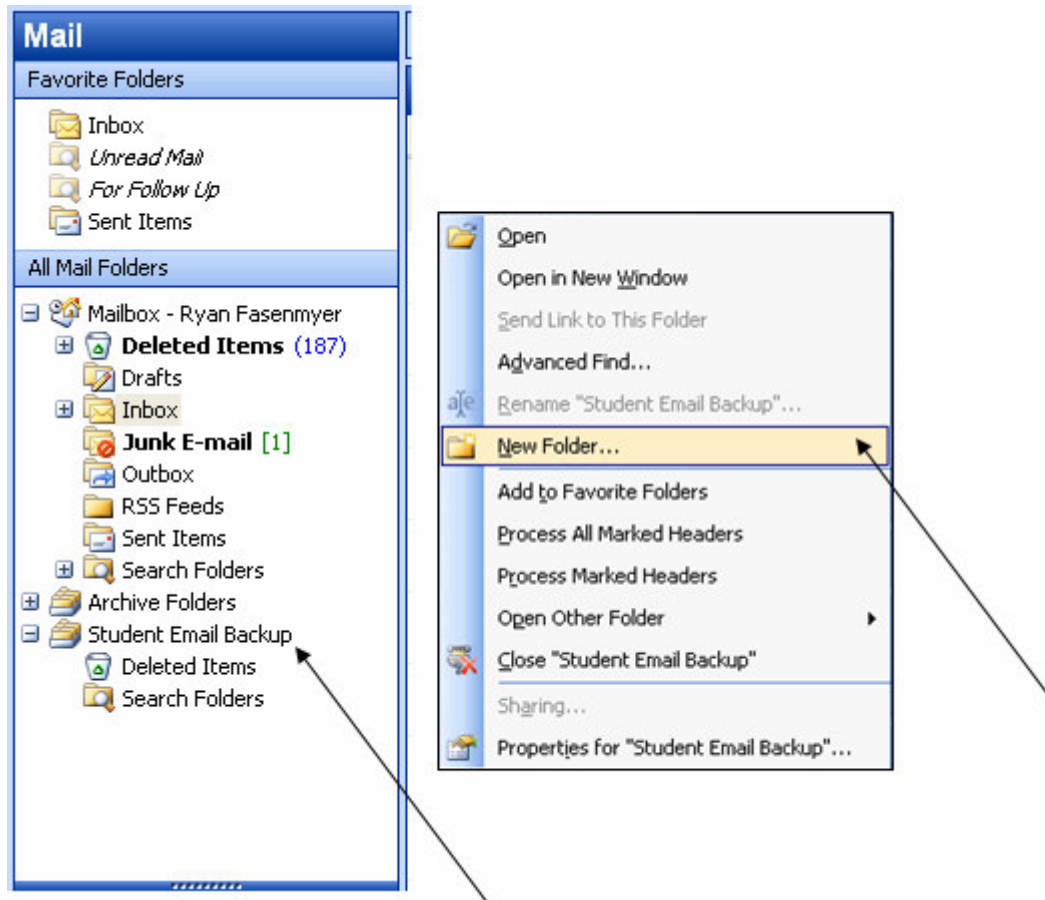
- Pick the location where you want your personal folder to go. I suggest you're 'My Documents' folder as this is normally a folder you will remember to backup. Change the default file name from 'Personal Folders.pst' to something meaningful to you like 'My backup email personal folder'. Press the ok button.



- Change the default name 'Personal Folders' to something meaningful to you. This is how your folder will appear in your Microsoft Outlook program. For example 'Student Email Backup'. Press the ok button.



5. You will now see a new folder in outlook called 'Student Email Backup'. Click the plus sign next to the folder to expand it. You will see deleted items and Search folders. You can add a new sub folder to this personal folder by right clicking on the folder 'Student Email Backup' and choosing the 'New Folder' option. Name the folder 'Email to keep'.



6. Now just drag and drop email from your in box to this personal folder. It will automatically move it so you will not have to delete it from your inbox.

NOTE: Once an email is moved to a personal folder you cannot view it from the Prep web site email access. If you delete your personal email file 'Personal Folders.pst' you will lose all your backed up files.