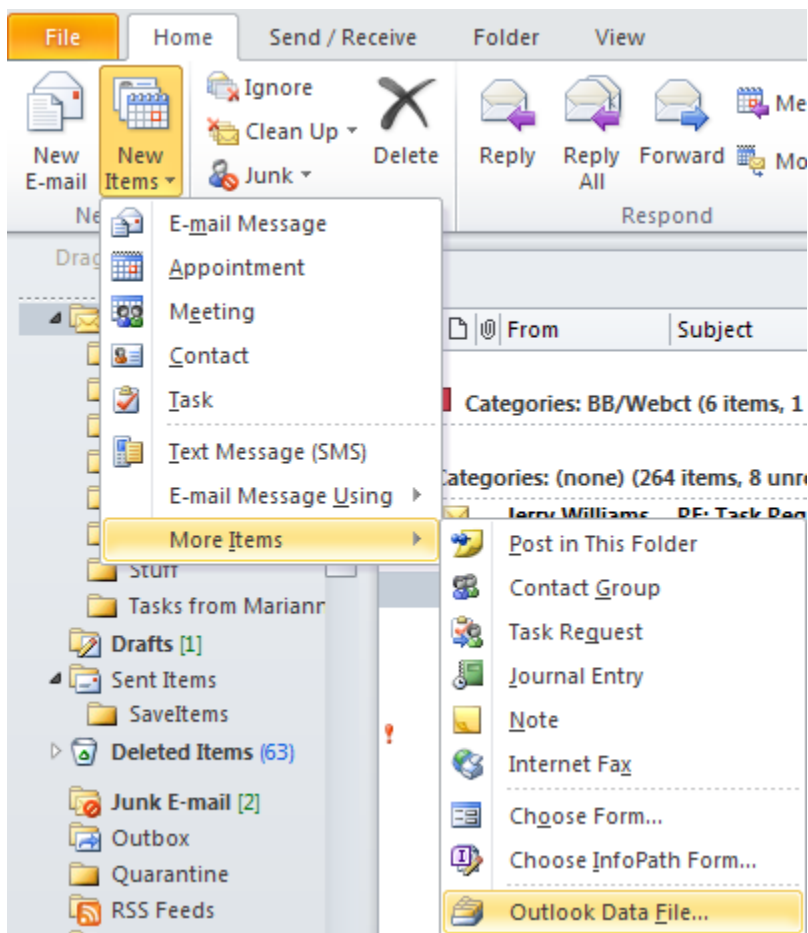


## INCREASE EMAIL STORAGE USING OUTLOOK DATA FILE FOLDERS

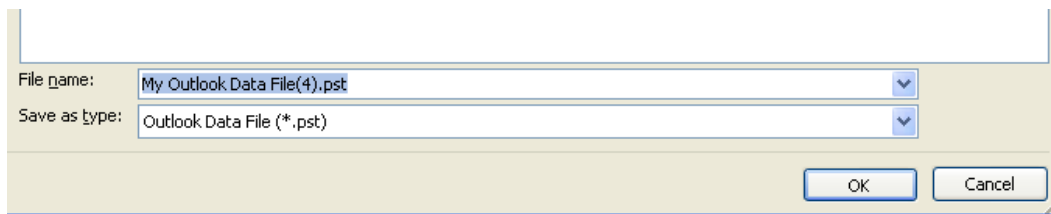
If you find that you need more storage space for your email, you can create an Outlook Data File Folder and move email there. It takes emails off the system and puts them on your computer.

To Create a new Outlook Data File Folder and move items to it:

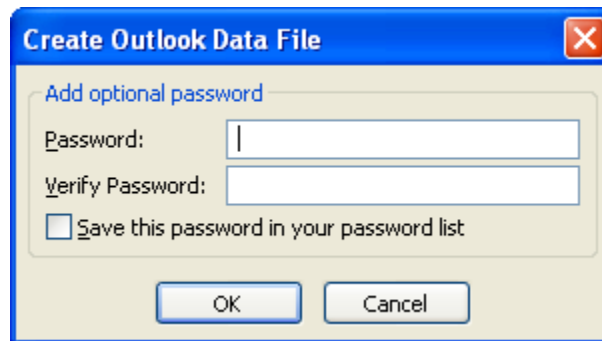
1. In Outlook, on the **Home** menu, click on **New Items, (More Items)**, and then click **Outlook Data File**.



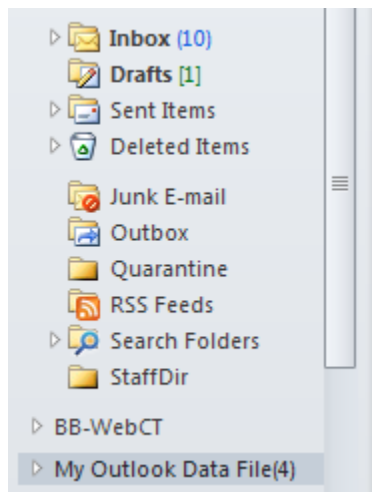
2. In the **File name** box, type a name for the file or accept the default name, then click **OK**.



3. You don't need to enter a password, just click OK.



4. The name of the folder associated with the data file appears in the Folder List. By default, the folder will be called My Outlook Data File.



5. Drag any item from your current folders to the new folder.

**Note: Outlook Data Files can only be viewed on the computer where they are stored.**