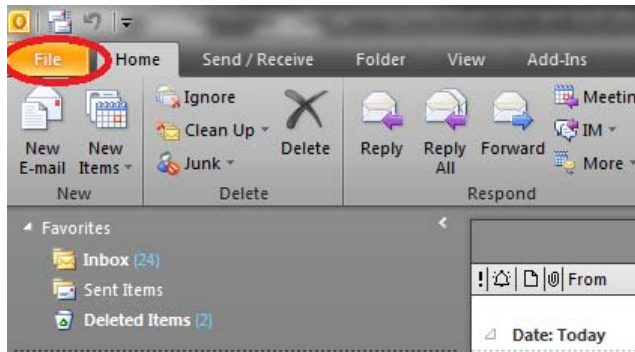


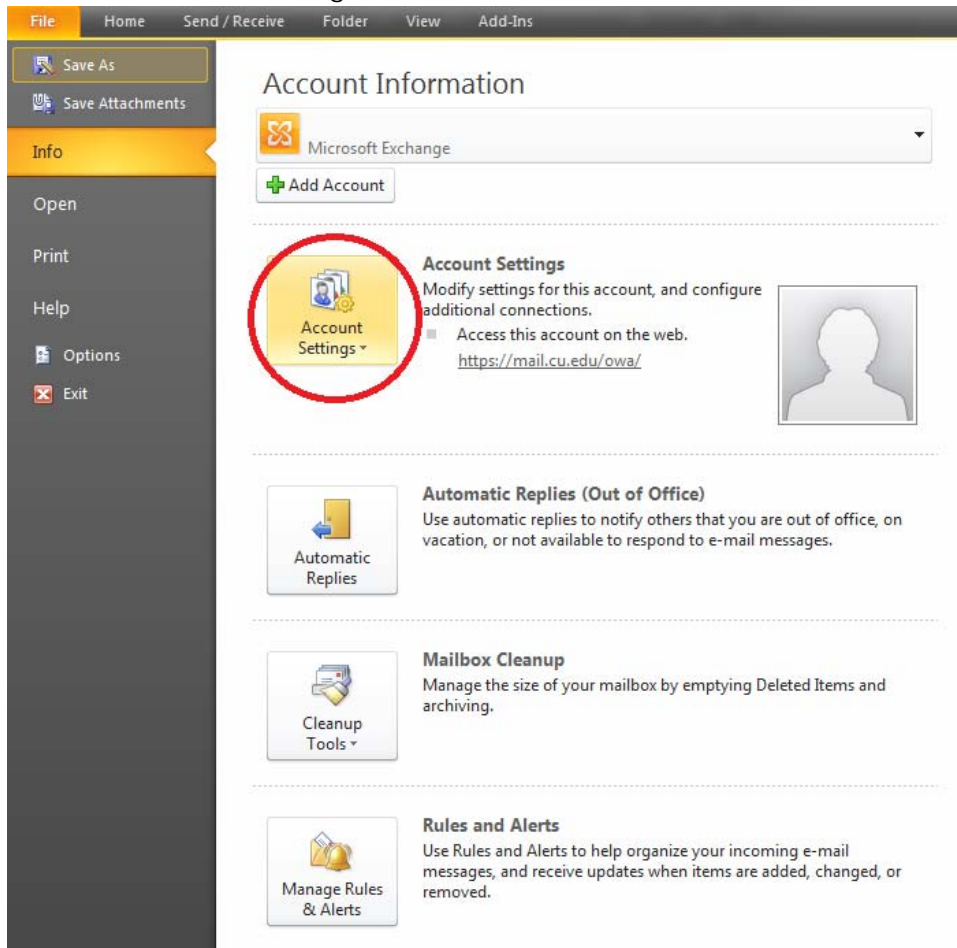
How to

Create a Personal folder in Outlook 2010

Click on "File"



Click on "Account Settings"



Click on "Account Settings..."

Account Settings
Modify settings for this account, and configure additional connections.

- Access this account on the web.
<https://mail.cu.edu/owa/>

Account Settings...
Add and remove accounts or change existing connection settings.

Delegate Access
Give others permission to receive items and respond on your behalf.

Download Address Book...
Download a copy of the Global Address Book.

Manage Mobile Notifications
Setup SMS and Mobile Notifications.

Out of Office
Notify others that you are out of office, on respond to e-mail messages.

Select the "Data Files" tab and click "Add..."

Account Settings

Data Files
Outlook Data Files

E-mail **Data Files** RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

Add... Settings... Set as Default Remove Open File Location...

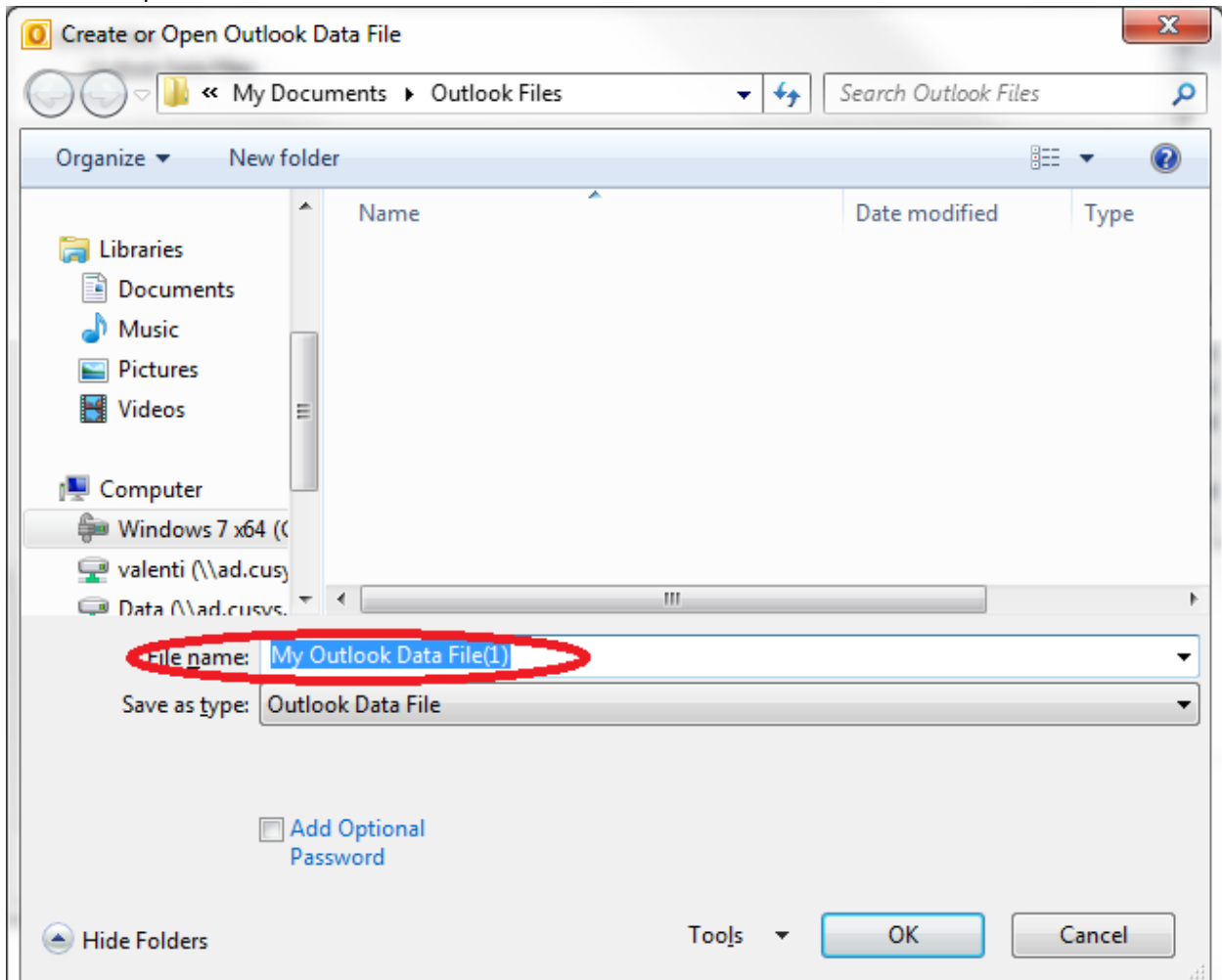
Name	Location
------	----------

Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.

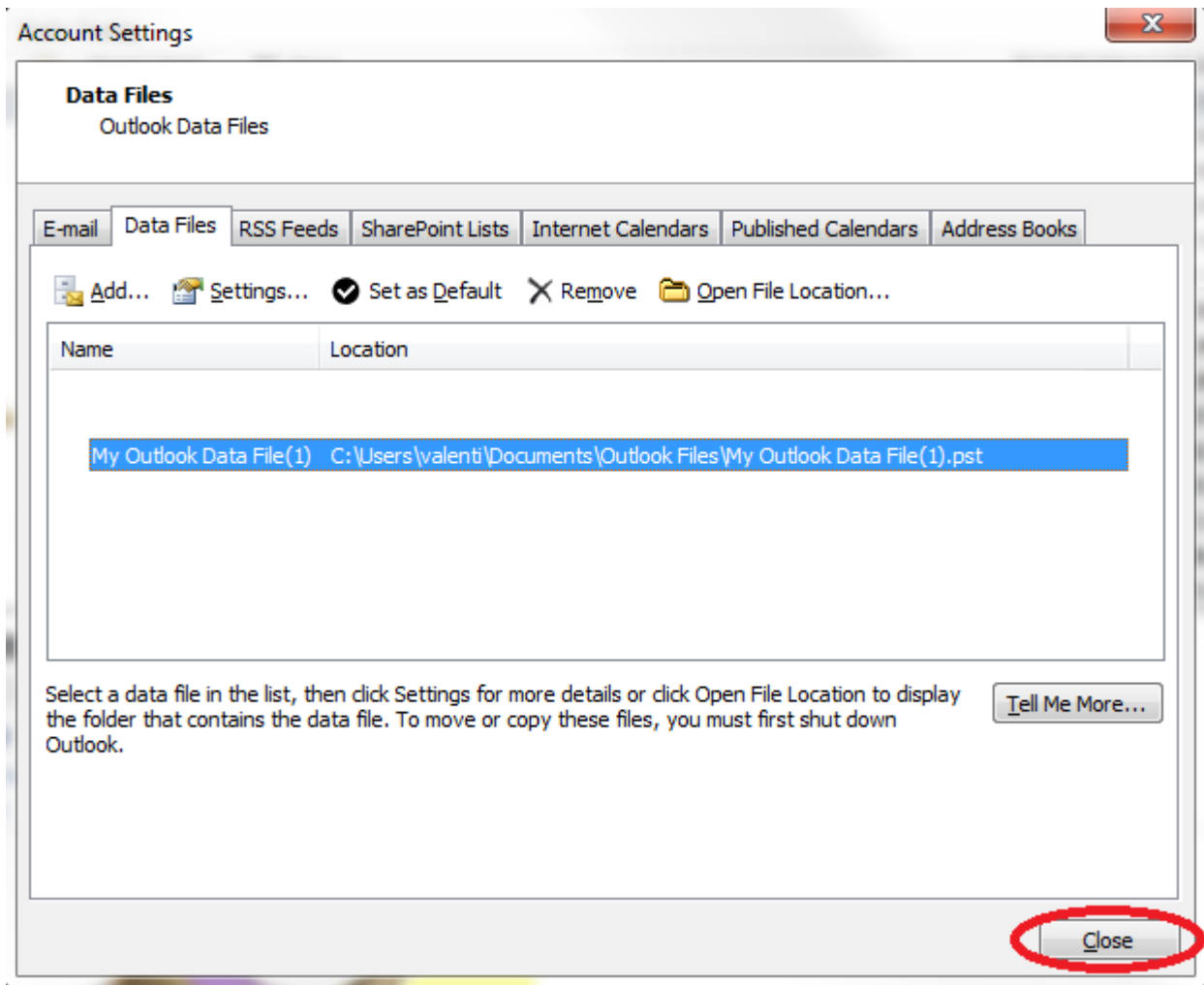
Tell Me More...

Close

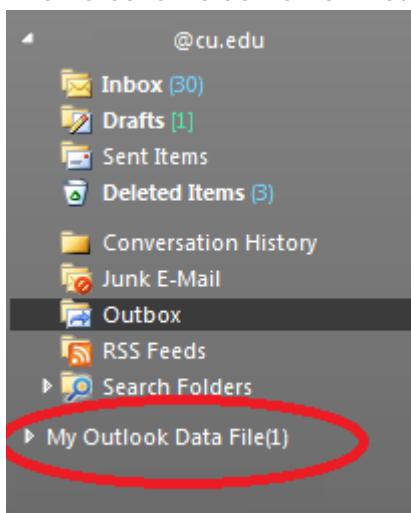
Name the personal folder and click "Ok"



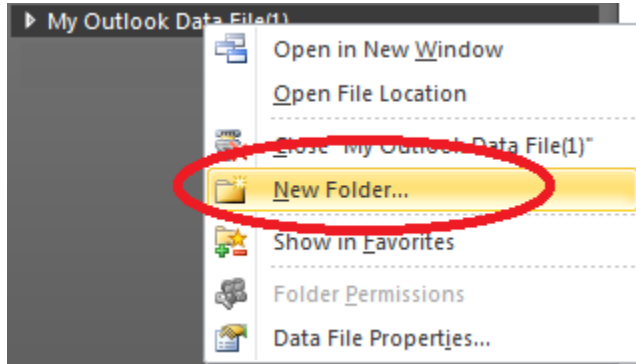
Click "Close"



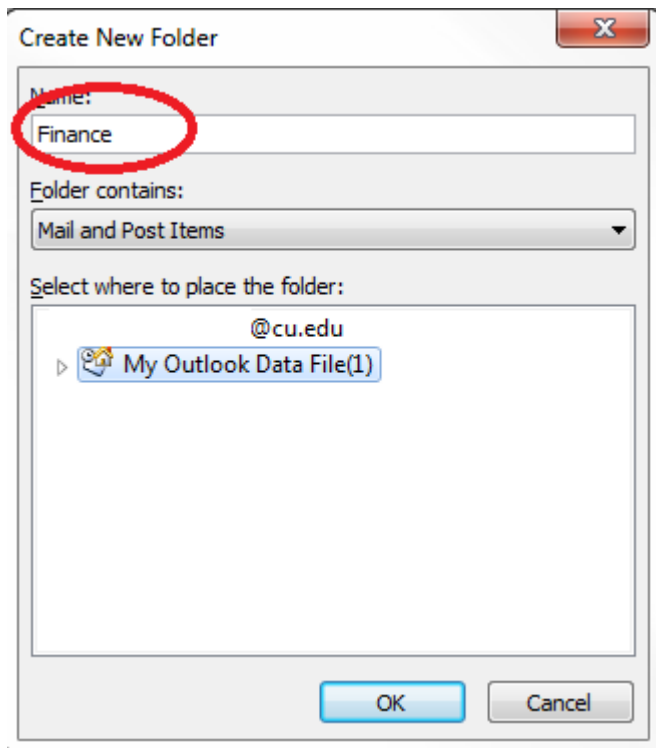
The Personal folder is now listed in Outlook



To add subfolders to your personal folder right click on the personal folder and select new folder.



Type the folder name in the "Name:" field and click "Ok"



The folder will now be listed in your personal folder

